



# Gradekeeper User's Guide

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## Introduction

Welcome to Gradekeeper!

Gradekeeper is a powerful tool for managing your grades. With Gradekeeper you can:

- Have 250 students per class
- Have 150 assignments per term
- Group assignments into 10 categories
- Excuse individual assignments for any student
- Drop the "worst" score in one or more categories
- Compute grades based on total points or category weights
- Assign letter grades based on your own letter grade cutoffs
- Have final exams contribute to term, semester, or final grades
- Keep every score and assignment for the entire school year
- Divide your school year into two, three, four, or six terms

Gradekeeper is easy to use. The default options allow you to start entering students, assignments, and scores immediately. Setting up your own categories, letter grade cutoffs, and grading options is as easy as clicking your mouse.

## Getting Started

Creating a new class with Gradekeeper takes only a few minutes. When you double click the Gradekeeper icon, the program will create a new class. Before entering students or assignments, you should take a moment to set up a few things. Keep in mind that you can change these options at any time.

Click the first item in the upper left part of the gradebook grid and type your school name, hit return and type the name of this class, then hit return and enter your name. Hit return again.

To set up your school year, assignment categories, grading options, letter grades, and attendance, choose Gradebook Options from the Gradebook menu.

Click the School Year tab. Your school year options set the number of terms in your school year, when each term begins and ends, and which days of the week are included in the attendance grid.

Use the pop-up menu to choose the number of terms in your school year. Gradekeeper will estimate the starting and ending dates of each term. Adjust these dates as needed. Use the tab key to move from item to item. Click the check boxes for each day of the week you want in your attendance grid. Click OK when you are done.

Click the Categories tab. Your assignment categories help you organize your assignments. If you compute grades using category weights, your category weights will determine how much various assignments will contribute to the term grade. If you compute grades using total points earned, your category weights will be ignored.

New classes start with two categories: Tests and Homework. You can change these or add your own categories and weights. You can also drop 1-4 worst scores from each category. Choose to compute grades using total points earned or using category weights. Use the tab key to move from item to item.

Click the Grading tab. Choose to round to the nearest whole percent or to the nearest tenth of a percent. If you give final exams, you can choose what percent your exams will contribute to the term, semester, or final grade for the year. If you do not give final exams, these options are ignored.

If you give final exams, you can choose what percent your exams will contribute to the term, semester, or final grade for the year. If you do not give final exams, these options are ignored. Click OK when you are done.

Click the Letter Grades tab. Your letter grade cutoffs determine how percents are converted into letter grades. You can leave an item blank if you do not use that letter grade. Use the tab key to move from item to item. Click OK when you are done.

Click the Scores tab. Enter the special scores you use for things like excused assignments. Use the tab key to move from item to item. Use the pop-up menus to choose whether each special score will be excused or count as zero points. Click OK when you are done.

Click the Attendance tab. Enter the codes you use to record attendance. Use the tab key to move from item to item. Use the pop-up menus to choose whether each code will contribute to the total number of tardies or absences or if it will be excused. Click OK when you are done.

Now you are ready to enter your students and assignments.

To enter students into your gradebook, click the student column in the first blank row of your gradebook. Enter each student name then hit the return key. It is usually best to enter your student names last name first. Hit the esc key when you are done.

To enter an assignment into your gradebook, click the top portion of the first blank column in your gradebook. Enter your assignment name, category, and points possible. Hit the return key after each item. Next, enter a score for each student. Hit the return key after each item. Hit the esc key when you are done.

When you are done entering your students and assignments, you should save your class. Choose Save As from the File menu. Enter the name of your class. Then click the Save button.

If you have other subjects with the same students, you can use Save As to avoid entering student names repeatedly. Choose Save As from the File menu and save a copy of your original class under another name. Do this once for each additional class.

## The Gradebook

When you create a new class or open an existing one, Gradekeeper will display the gradebook for that class. Students are listed along the left side. You may choose to show student names, IDs, or both. Assignment names, dates, categories, and points possible are listed along the top. Scores are on the lower right.

Use the scroll bars to see other students or assignments in the gradebook.

|   |                   |          | 9/3   | 9/4                                     | 9/5                                  | 9/6                              | 9/9                          | 9/10                      |
|---|-------------------|----------|---|---|--------------------------------------|----------------------------------|------------------------------|---------------------------|
|   |                   |          | Bulgarian Solitaire Problem Solving 10 points | Spirograph Special Activities 10 points | Toothpicks Problem Solving 25 points | Gypsy Moths Activities 10 points | Chapter 7 Homework 45 points | Chapter 7 Test 100 points |
| # | Student           | Grade    | 1   | 2                                       | 3                                    | 4                                | 5                            | 6                         |
| 1 | Albright, Amy     | 94.6% A  | 10  | 9                                       | 23                                   | 10                               | 45                           | 94                        |
| 2 | Bravado, Barbara  | 69.8% D+ |   |   | [1] 18                               |                                  | 35                           | 79                        |
| 3 | Cunningham, Cathy | 92.3% A- | 9   | 8                                       | 24                                   | 10                               | 45                           | 88                        |
| 4 | Deal, Danielle    | 79.8% C+ | 8   | 7                                       | 19                                   | 7                                | 40                           | 77                        |
| 5 | Earnest, Eileen   | 82.6% B- | 8   | 8                                       | 22                                   |                                  | 45                           | 82                        |

To change your school name, class name, teacher name, or to edit students, assignment names, dates, categories, points possible, or student scores, first choose Gradebook from the Reports menu. Then:

- Click on the item you want to change
- Type in the new text or edit the existing text
- Press return to accept your changes or esc to cancel

Leave a score blank to indicate a missing assignment. Enter "exc" to excuse an assignment. Enter "inc" to mark an assignment as incomplete. Enter "abs" to indicate a student was absent for an assignment. In your gradebook options, you can choose whether these special scores will count as 0 or as excused.

When you are editing a category, Gradekeeper will predict the category as you type it. You may also use the arrow keys or the tab key to accept your changes and move to another item.

## Adding Students or Assignments

To add one or more new students to the gradebook:

- Click the student name field in an empty row
- Type a name for each new student and press the return key
- Press the esc key when you are done entering names

It is usually best to enter student names last name first. You may sort students by name, by ID, or by term grade. You may sort assignments by date or category. To sort students or assignments, choose the appropriate sort command from the Edit menu.

You can generate random IDs for your students. First, enter an ID in the desired format for the first student. For example, if you want 5 digit IDs, enter 12345, or, if you want 3 lower case letters followed by 3 digits separated by a dash, enter abc-123. Then choose Generate Random IDs from the Edit menu.

You may want to excuse all assignments for any students added to an existing class. Enter "exc" for the student's first score, then choose Fill Across from the Edit menu. This will make every score in that row equal to the one you are entering.

To add a new assignment to the gradebook:

- Click the assignment name field in an empty column
- Enter the name, category, and points possible for the assignment
- Enter a score for each student in the class (use "exc" to excuse an assignment)

Scores must be decimal numbers from 0 to 1000, decimal percents, or a letter grade. You can enter a negative score or percent to deduct that amount from the points possible for that assignment. Leave the score blank for assignments that have not been completed. Enter "exc" to excuse an assignment.

If you are entering the same assignment in several classes, you can control-click in the area above a column number to bring up a list of recent assignments. Choose an assignment name to enter its date, name, category, and points possible.

If most of the scores you are entering are the same, type the first score (do not hit return) and then choose Fill Down from the Edit menu. This will make every score in that column equal to the one you are entering.

## Extra Credit Assignments

Gradekeeper provides several ways to give students extra credit.

You can enter a score greater than the points possible for an assignment, or you can create an extra credit assignment with 0 points possible. You can also create an assignment and place it into the Extra Credit category. See the section on grade computation for more details about how each of these methods of offering extra credit will affect student grades.

## **Moving Students or Assignments**

You can move students and assignments within the gradebook by dragging them:

- Click the number of the student or assignment you want to move
- Hold the mouse button down and drag to the new location
- Release the mouse button to move the item

You can use Cut and Paste to move a student into another class, or to move an assignment into another term. To move a student into another class:

- Click the row number of that student
- Use Cut to remove the student from the class
- Open the other class (saving changes to the first class)
- Select the row where you want to insert the student
- Use Paste to insert the student into the new class

You should be careful when moving students into another class, as scores for the student you moved may not exactly match the assignments in the new class. Gradekeeper will attempt to warn you when this happens.

To move an assignment into another term:

- Click the column number of that assignment
- Use Cut to remove the assignment from the term
- Choose another term from the Gradebook menu
- Select the column where you want to insert the assignment
- Use Paste to insert the assignment into the new term

## **Dropping Students or Assignments**

To completely remove a student or assignment from the gradebook:

- Click the number for that student or assignment
- Choose Cut from the Edit menu

To drop a student from your class without removing them from the gradebook:

- Click the number for that student
- Drag that student apart from the rest of your students

Students in any row after the first blank row in the gradebook are considered dropped. Grades are not computed for these students and they are not included in any reports.

## Adding Final Exams to the Gradebook

To add a final exam to the gradebook, use the "Final Exams" category. You may have more than one final exam in a term. When there is more than one final exam in a term, the total points earned and total points possible are used when computing grades. All semester exams should be placed in the last term of the semester. Year-end exams should be placed in the last term of the school year.

## The Attendance Grid

The attendance grid allows you to record attendance information for the entire school year. Students are listed along the left side. You may choose to list student names, IDs, or both. Dates in the current term are listed along the top. Attendance information is displayed on the lower right.

Use the scroll bars to see other students or dates.

| # | ID   | Student           | Ab / T | Tuesday<br>September 7, 1999 | Wednesday<br>September 8, 1999 | Thursday<br>September 9, 1999 | Friday<br>September 10, 1999 | Monday<br>September 13, 1999 |
|---|------|-------------------|--------|------------------------------|--------------------------------|-------------------------------|------------------------------|------------------------------|
| 1 | 1342 | Albright, Amy     |        | 1                            | 2                              | 3                             | 4                            | 5                            |
| 2 | 7064 | Bravado, Barbara  | 4 / 3  | T                            | Ab                             | Ab                            | Ab                           |                              |
| 3 | 5840 | Cunningham, Cathy |        |                              |                                |                               |                              |                              |
| 4 | 3281 | Deal, Danielle    | 0 / 2  | T                            |                                |                               | T                            |                              |
| 5 | 6754 | Earnest, Eileen   | 0 / 1  |                              |                                |                               | T                            |                              |

To change attendance information, click the item you want to change. Enter the attendance code you want. Gradekeeper will predict the attendance code as you type. You can print the attendance for a single day by clicking once on the column number for that day and choosing Print from the File menu.

You can change a date to a non-class day by clicking the date. You can change a non-class day back to a class day by clicking the date again. You can choose to hide non-class days by choosing Hide Non-Class Days from the Gradebook menu.



## The Seating Chart

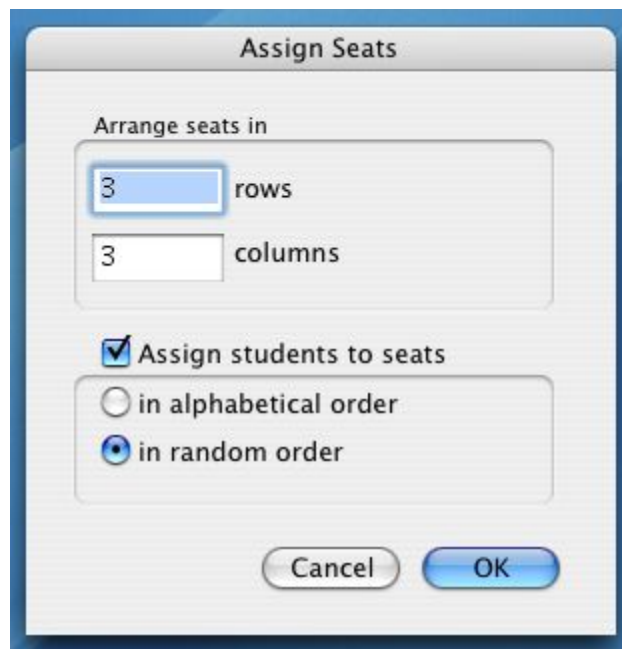
The seating chart allows you to easily assign students to seats. You can also take attendance for the current date. To take attendance, control click on a student's seat and choose the attendance code you want from the menu that appears. You can also hide seats or mark seats as unavailable by right clicking an empty seat and choosing the option you want from the menu that appears.

| Sample Class   |                 |                  |
|--|-----------------|------------------|
| Mounds Park Academy<br>Honors Algebra (1st Quarter)<br>Daniel Ethier |                 |                  |
|  |                 |                  |
| Danielle Deal  | Eileen Earnest  |                  |
| Amy Albright   | Barbara Bravado | Cathy Cunningham |

Page 1

To move a student within the current seating chart, click and drag the student name to a new seat. If there is already a student in the new seat, those students will exchange seats.

To assign all students to new seats, choose Assign Seats from the Reports menu. The assign seats dialog will appear:

The image shows a dialog box titled "Assign Seats". It has a light gray background and a blue border. Inside the dialog, there is a section labeled "Arrange seats in" which contains two input fields: "rows" with the value "3" and "columns" with the value "3". Below this, there is a checkbox labeled "Assign students to seats" which is checked. Underneath the checkbox, there are two radio button options: "in alphabetical order" (which is unselected) and "in random order" (which is selected). At the bottom of the dialog, there are two buttons: "Cancel" and "OK".

Enter the number of rows and columns in your seating chart. If you are setting up your seating chart for the first time, you may not want to assign your students to seats immediately. Uncheck Assign students to seats and click OK. This will allow you to adjust your seating arrangement by hiding seats or marking some seats as unavailable.

If you do want to assign all your students to new seats, check Assign students to seats, and choose how you want to assign seats to your students. You can assign students to seats randomly or alphabetically by last name. Click OK to assign all students to new seats using the chosen method.

## Viewing Reports

Gradekeeper can also display a variety of reports.

The class grades report shows every student's grade for each term in the current semester or school year, as appropriate. It also includes the semester grade and the final grade for the year, when those options are chosen in Report Option. Averages for the class and a breakdown by letter grade for the current term are also provided.

### Mounds Park Academy

January 15, 2007  
Honors Algebra (1st Quarter)  
Daniel Ethier

| Student           | 1st Quarter | 2nd Quarter | 1st Semester | Year     |
|-------------------|-------------|-------------|--------------|----------|
| Albright, Amy     | 94.6% A     | --          | 94.6% A      | 94.6% A  |
| Bravado, Barbara  | 69.8% D+    | --          | 69.8% D+     | 69.8% D+ |
| Cunningham, Cathy | 92.3% A-    | --          | 92.3% A-     | 92.3% A- |
| Deal, Danielle    | 79.8% C+    | --          | 79.8% C+     | 79.8% C+ |
| Earnest, Eileen   | 82.6% B-    | --          | 82.6% B-     | 82.6% B- |
| Average           | 83.8% B     |             | 83.8% B      | 83.8% B  |

Breakdown by grade for 1st Quarter:

|      |      |      |      |     |
|------|------|------|------|-----|
| 0 A+ | 0 B+ | 1 C+ | 1 D+ | 0 F |
| 1 A  | 0 B  | 0 C  | 0 D  |     |
| 1 A- | 1 B- | 0 C- | 0 D- |     |

The class summary report shows every student's grade for each assignment category and the current term in the school year. Averages for the class are also included.

### Mounds Park Academy

February 25, 2008  
Honors Algebra (1st Quarter)  
Daniel Ethier

| Student           | 1st Quarter | Tests    | Homework  | Problem... | Activities |
|-------------------|-------------|----------|-----------|------------|------------|
| Albright, Amy     | 95.5% A     | 94.0% A  | 100.0% A+ | 94.3% A    | 95.0% A    |
| Bravado, Barbara  | 66.0% D     | 79.0% C+ | 77.8% C+  | 51.4% F    | 0.0% F     |
| Cunningham, Cathy | 92.0% A-    | 88.0% B+ | 100.0% A+ | 94.3% A    | 90.0% A-   |
| Deal, Danielle    | 79.0% C+    | 77.0% C+ | 88.9% B+  | 77.1% C+   | 70.0% C-   |
| Earnest, Eileen   | 82.5% B-    | 82.0% B- | 100.0% A+ | 85.7% B    | 40.0% F    |
| Averages          | 83.0% B     | 84.0% B  | 93.3% A   | 80.6% B-   | 59.0% F    |

The attendance totals report gives a summary of attendance for every student in a class. It shows a breakdown by attendance code for each student in the class for the current term.

## Mounds Park Academy

January 15, 2007  
Honors Algebra (1st Quarter)  
Daniel Ethier

| Student           | Ab | Ex | T |
|-------------------|----|----|---|
| Albright, Amy     | 0  | 0  | 0 |
| Bravado, Barbara  | 4  | 0  | 5 |
| Cunningham, Cathy | 0  | 0  | 0 |
| Deal, Danielle    | 1  | 0  | 0 |
| Earnest, Eileen   | 2  | 0  | 1 |

The attendance summary report shows the total number of tardies and absences for each student for each term in the current semester or year, as appropriate. Semester and year totals are included when those options are chosen in Report Options.

## Mounds Park Academy

January 15, 2007  
Honors Algebra (1st Quarter)  
Daniel Ethier

| Student           | 1st Quarter |   | 1st Semester |   | Year |   |
|-------------------|-------------|---|--------------|---|------|---|
|                   | Ab          | T | Ab           | T | Ab   | T |
| Albright, Amy     | 0           | 0 | 0            | 0 | 0    | 0 |
| Bravado, Barbara  | 4           | 5 | 4            | 5 | 4    | 5 |
| Cunningham, Cathy | 0           | 0 | 0            | 0 | 0    | 0 |
| Deal, Danielle    | 1           | 0 | 1            | 0 | 1    | 0 |
| Earnest, Eileen   | 2           | 1 | 2            | 1 | 2    | 1 |

The student attendance report provides a complete summary of a student's attendance. It shows each attendance code and the dates the student earned that code.

## Mounds Park Academy

Bravado, Barbara  
Honors Algebra (1st Quarter)  
Daniel Ethier

January 15, 2007

| Code | Dates |        |        |        |        |
|------|-------|--------|--------|--------|--------|
| Ab   | Sep 4 | Sep 13 | Oct 10 | Oct 11 |        |
| Ex   | none  |        |        |        |        |
| T    | Sep 3 | Sep 6  | Sep 10 | Sep 11 | Sep 19 |

Tardies 5  
Absences 4

The missing assignments report is a summary of which assignments each student has not completed. It lists each missing assignment, its date, category, and points possible. Extra credit assignments are not considered missing.

Bravado, Barbara  
Honors Algebra (1st Quarter)  
January 19, 2007

| Date  | Missing Assignment  | Category        | Points | Possible |
|-------|---------------------|-----------------|--------|----------|
| Sep 3 | Bulgarian Solitaire | Problem Solving |        | 10       |
| Sep 4 | Spirograph Special  | Activities      |        | 10       |
| Sep 6 | Gypsy Moths         | Activities      |        | 10       |

The student scores report is a complete report of a student's performance. It lists every assignment with its date, category, points possible, and that student's score. Also included is a summary of the student's performance by category and by term.

## Mounds Park Academy

Bravado, Barbara

Honors Algebra (1st Quarter)

Daniel Ethier

January 15, 2007

| Date   | Assignment          | Category        | Points | Possible |      |
|--------|---------------------|-----------------|--------|----------|------|
| Sep 3  | Bulgarian Solitaire | Problem Solving |        | 10       |      |
| Sep 4  | Spirograph Special  | Activities      |        | 10       |      |
| Sep 5  | Toothpicks          | Problem Solving | 18     | 25       | Late |
| Sep 6  | Gypsy Moths         | Activities      |        | 10       |      |
| Sep 9  | Chapter 7 Homework  | Homework        | 35     | 45       |      |
| Sep 10 | Chapter 7 Test      | Tests           | 79     | 100      |      |
| Total  |                     |                 | 132    | 200      |      |

| Category        | Points | Possible | Percent | Grade |
|-----------------|--------|----------|---------|-------|
| Tests           | 79     | 100      | 79.0%   | C+    |
| Homework        | 35     | 45       | 77.8%   | C+    |
| Problem Solving | 18     | 35       | 51.4%   | F     |
| Activities      | 0      | 20       | 0.0%    | F     |
| Final Exam      | 81     | 100      | 81.0%   | B-    |
| 1st Quarter     |        |          | 69.8%   | D+    |

| Term         | Absences | Tardies | Exam     | Grade    |
|--------------|----------|---------|----------|----------|
| 1st Quarter  | 4        | 5       | 81.0% B- | 69.8% D+ |
| 2nd Quarter  | 0        | 0       | --       | --       |
| 3rd Quarter  | 0        | 0       | --       | --       |
| 4th Quarter  | 0        | 0       | --       | --       |
| 1st Semester | 4        | 5       |          | 69.8% D+ |
| 2nd Semester | 0        | 0       |          | --       |
| Year Grade   | 4        | 5       |          | 69.8% D+ |

This is a global comment.

Barbara is not doing very well this quarter. She has missed several assignments. She does not seem to be putting forth very much effort. I would like to see some serious improvement next quarter.

The student summary report is a summary of a student's performance. It includes a summary by assignment category, a summary by term in the school year, and global and student comments.

## Mounds Park Academy

Bravado, Barbara  
Honors Algebra (1st Quarter)  
Daniel Ethier

January 15, 2007

| Category        | Points | Possible | Percent | Grade |
|-----------------|--------|----------|---------|-------|
| Tests           | 79     | 100      | 79.0%   | C+    |
| Homework        | 35     | 45       | 77.8%   | C+    |
| Problem Solving | 18     | 35       | 51.4%   | F     |
| Activities      | 0      | 20       | 0.0%    | F     |
| Final Exam      | 81     | 100      | 81.0%   | B-    |
| 1st Quarter     |        |          | 69.8%   | D+    |

| Term         | Absences | Tardies | Exam     | Grade    |
|--------------|----------|---------|----------|----------|
| 1st Quarter  | 4        | 5       | 81.0% B- | 69.8% D+ |
| 2nd Quarter  | 0        | 0       | --       | --       |
| 3rd Quarter  | 0        | 0       | --       | --       |
| 4th Quarter  | 0        | 0       | --       | --       |
| 1st Semester | 4        | 5       |          | 69.8% D+ |
| 2nd Semester | 0        | 0       |          | --       |
| Year Grade   | 4        | 5       |          | 69.8% D+ |

This is a global comment.

Barbara is not doing very well this quarter. She has missed several assignments. She does not seem to be putting forth very much effort. I would like to see some serious improvement next quarter.

The assignment scores report lists the score and percent correct of all students on all assignments. It shows the assignment date, name, category, and points possible. It also shows the average score for the class and a breakdown by letter grade.

## Mounds Park Academy

Honors Algebra (1st Quarter)  
Daniel Ethier

September 10, 1996  
Chapter 7 Test  
Tests  
100 points

| Student           | Points | Percent |
|-------------------|--------|---------|
| Albright, Amy     | 94     | 94.0%   |
| Bravado, Barbara  | 79     | 79.0%   |
| Cunningham, Cathy | 88     | 88.0%   |
| Deal, Danielle    | 77     | 77.0%   |
| Earnest, Eileen   | 82     | 82.0%   |
| Average           | 84     | 84.0%   |

Breakdown by grade for Chapter 7 Test:

|      |      |      |      |     |
|------|------|------|------|-----|
| 0 A+ | 1 B+ | 2 C+ | 0 D+ | 0 F |
| 1 A  | 0 B  | 0 C  | 0 D  |     |
| 0 A- | 1 B- | 0 C- | 0 D- |     |



The multiple class report is a single report showing grades for several classes. It is especially useful for elementary teachers who teach more than one subject in their classroom. To insure that students are properly matched, it is important to use exactly the same student names for the same student in each class. Do not use nicknames or middle initials in one class and not in another.

## Mounds Park Academy

Albright, Amy  
January 15, 2007

| Subject            | 3rd Quarter | 4th Quarter | 2nd Semester |
|--------------------|-------------|-------------|--------------|
| Mathematics        | 94.0% A     | 96.0% A     | 95.0% A      |
| Physical Education | 93.0% A     | 96.0% A     | 94.5% A      |
| Reading            | 92.0% A-    | 92.0% A-    | 92.0% A-     |
| Science            | 96.0% A     | 94.0% A     | 95.0% A      |
| Social Studies     | 96.0% A     | 92.0% A-    | 94.0% A      |
| Spelling           | 92.0% A-    | 92.0% A-    | 92.0% A-     |

The multiple class report can also include student comments, missing assignments, and a signature line. You can use Report Options to choose which of these to include in your multiple class report. You cannot include both student comments and missing assignments in the same report.

The multiple class report is always 1-3 pages per student. Only those missing assignments and student comments that will fit on a single page will be included. The assignment summary may include as many as 50 assignments. Student comments are only included for a class when the option to show student comments was chosen in that class.

To see one of these reports, choose it from the Reports menu.

To create a multiple class report, you must choose the classes to include in the report. When the file selection dialog appears, select the first class to include, then hold down the shift key and select the other classes to include.

You can use the scroll bar to scroll through any report. In the student scores report, multiple class report, and the assignment scores report you can go directly to a particular student or assignment. Click and hold the mouse button down, then choose the student or assignment you want from the menu that appears.

## Report Options

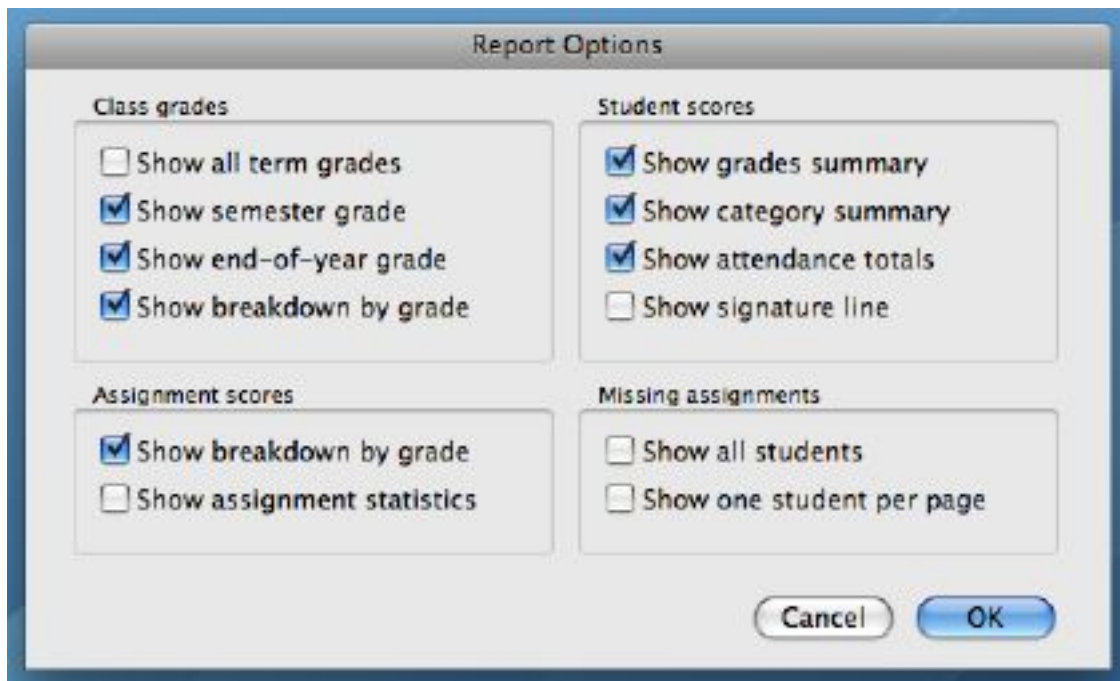
Gradekeeper also allows you to determine how reports are displayed and printed.

For the class grades report, you may choose whether to include the semester grade and final grade for the year. You may also choose to include a breakdown by letter grade of how the class did during the current term.

For the student scores report, you may choose whether to include a summary of each student's performance by category and by term in the school year. You may also choose to include attendance information and a parent signature line.

For the assignment scores report, you may choose whether to include a breakdown by letter grade of how the class did on this assignment. For the missing assignments report, you may choose whether to include all students or only those with at least one missing assignment, and whether to show one student per page.

To set your report options, choose Report Options from the Reports menu.



The image shows a 'Report Options' dialog box with four sections: 'Class grades', 'Student scores', 'Assignment scores', and 'Missing assignments'. Each section contains a list of options with checkboxes. The 'Class grades' section has four options: 'Show all term grades' (unchecked), 'Show semester grade' (checked), 'Show end-of-year grade' (checked), and 'Show breakdown by grade' (checked). The 'Student scores' section has four options: 'Show grades summary' (checked), 'Show category summary' (checked), 'Show attendance totals' (checked), and 'Show signature line' (unchecked). The 'Assignment scores' section has two options: 'Show breakdown by grade' (checked) and 'Show assignment statistics' (unchecked). The 'Missing assignments' section has two options: 'Show all students' (unchecked) and 'Show one student per page' (unchecked). At the bottom right, there are 'Cancel' and 'OK' buttons.

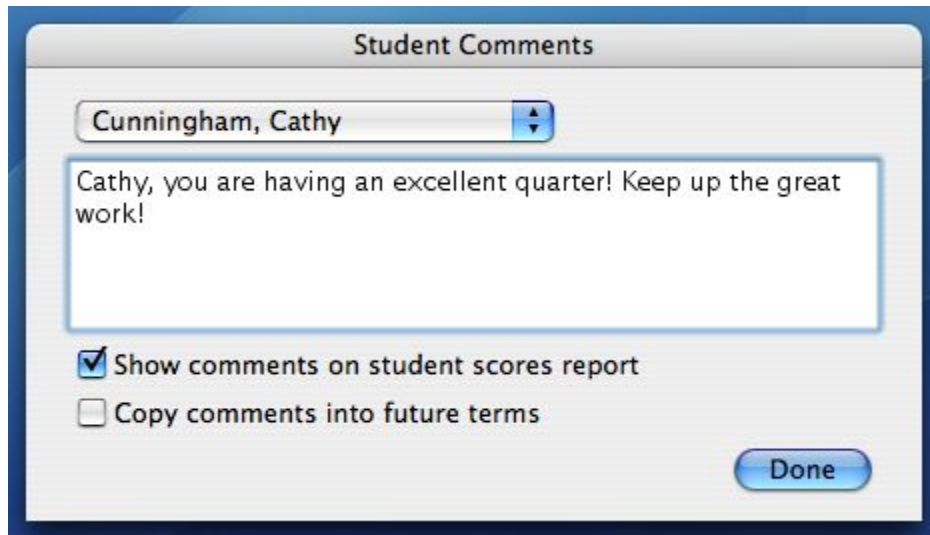
| Section             | Option                     | Checked |
|---------------------|----------------------------|---------|
| Class grades        | Show all term grades       | No      |
|                     | Show semester grade        | Yes     |
|                     | Show end-of-year grade     | Yes     |
|                     | Show breakdown by grade    | Yes     |
| Student scores      | Show grades summary        | Yes     |
|                     | Show category summary      | Yes     |
|                     | Show attendance totals     | Yes     |
|                     | Show signature line        | No      |
| Assignment scores   | Show breakdown by grade    | Yes     |
|                     | Show assignment statistics | No      |
| Missing assignments | Show all students          | No      |
|                     | Show one student per page  | No      |

Click the check box for each item you would like to include in the specified report. Click OK to accept your changes. Click Cancel to dismiss the dialog without making any changes.

## Adding Comments

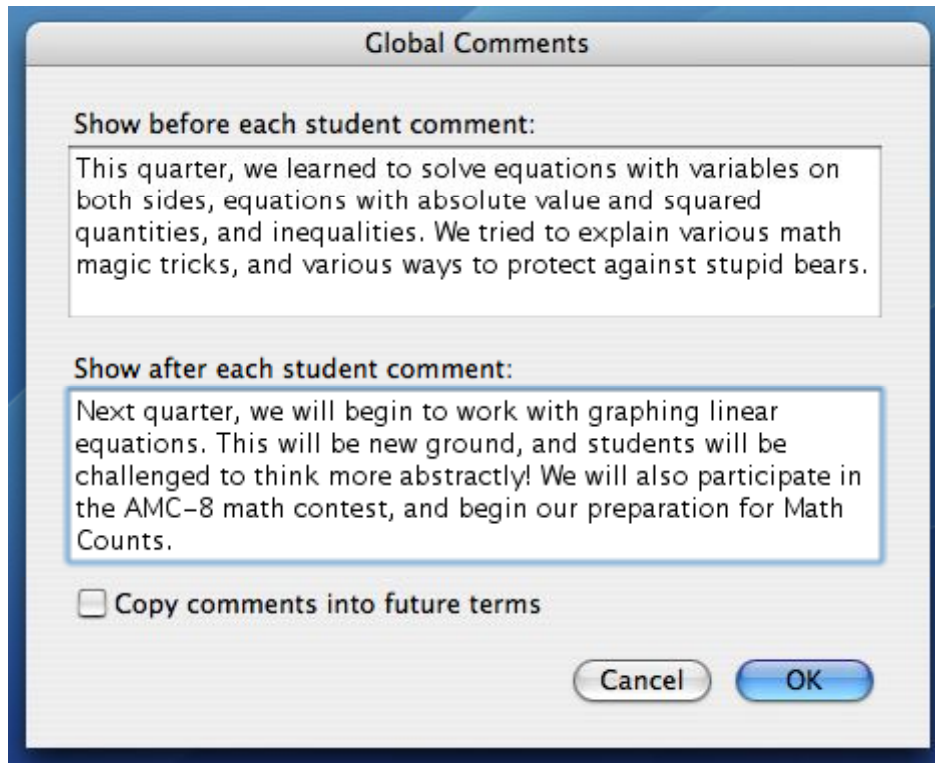
You can add comments to the student scores report. You can add individual comments for each student, and global comments that will appear before and after individual student comments. Global comments will appear on every student scores report.

To add individual student comments, choose Edit Student Comments from the Edit menu. The student comments dialog will appear:

The image shows a software dialog box titled "Student Comments". At the top, there is a dropdown menu with "Cunningham, Cathy" selected. Below this is a large text area containing the comment "Cathy, you are having an excellent quarter! Keep up the great work!". At the bottom left, there are two checkboxes: the first is checked and labeled "Show comments on student scores report", and the second is unchecked and labeled "Copy comments into future terms". A "Done" button is located at the bottom right of the dialog box.

For each student comment you want to write, choose the student from the pop-up menu and enter the comment. You can choose to show student comments or leave them private. You can also choose to copy this comment into future terms in the school year. Click Done when you are finished. Comments can be up to 254 characters long.

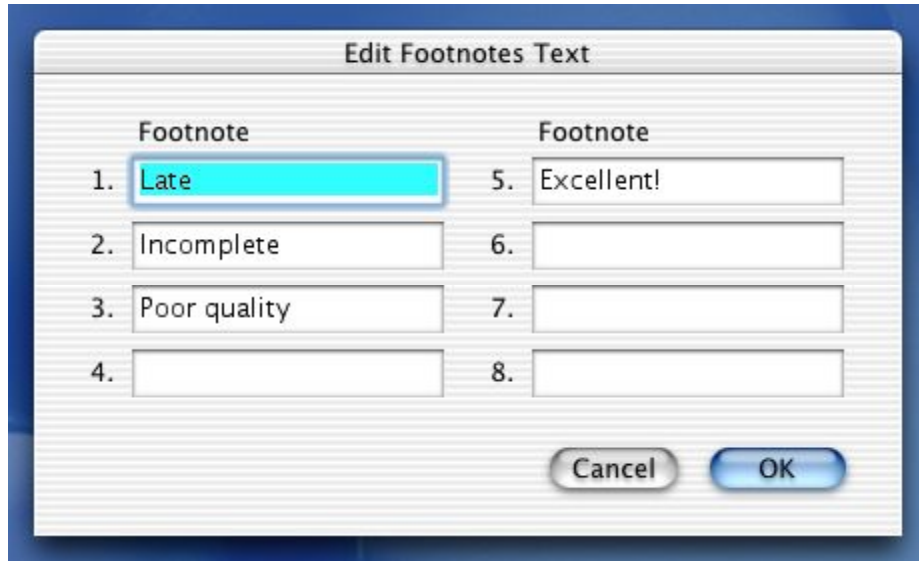
To add global comments to the student scores report, choose Edit Global Comments from the Edit menu. The global comments dialog will appear:

A screenshot of a 'Global Comments' dialog box. The title bar is blue with the text 'Global Comments' in white. The dialog has a light gray background. It contains two text input fields. The first field is labeled 'Show before each student comment:' and contains the text: 'This quarter, we learned to solve equations with variables on both sides, equations with absolute value and squared quantities, and inequalities. We tried to explain various math magic tricks, and various ways to protect against stupid bears.' The second field is labeled 'Show after each student comment:' and contains the text: 'Next quarter, we will begin to work with graphing linear equations. This will be new ground, and students will be challenged to think more abstractly! We will also participate in the AMC-8 math contest, and begin our preparation for Math Counts.' Below these fields is a checkbox labeled 'Copy comments into future terms' which is currently unchecked. At the bottom right are two buttons: 'Cancel' and 'OK'.

You can enter a comment that will appear before each student comment and another comment that will appear after each student comment. Global comments are always shown on the student scores report, even when individual student comments are not shown. You can also choose to copy these comments into future terms in the school year. Click OK to accept your comments, or click Cancel to dismiss the dialog without saving your changes. Each comment can be up to 254 characters long.

## Adding Footnotes

You can add a footnote to any score. To add a footnote, control-click on the score and choose the footnote you want from the menu that appears. There are 8 footnotes to choose from. You can edit the text for your footnotes by choosing Edit Footnotes from the Edit menu. The footnotes dialog will appear:



The image shows a dialog box titled "Edit Footnotes Text". It contains two columns of text input fields, each preceded by a number from 1 to 8. The first column has the following text: "Late", "Incomplete", "Poor quality", and an empty field. The second column has the following text: "Excellent!", an empty field, an empty field, and an empty field. At the bottom right of the dialog are two buttons: "Cancel" and "OK".

| Footnote        | Footnote      |
|-----------------|---------------|
| 1. Late         | 5. Excellent! |
| 2. Incomplete   | 6.            |
| 3. Poor quality | 7.            |
| 4.              | 8.            |

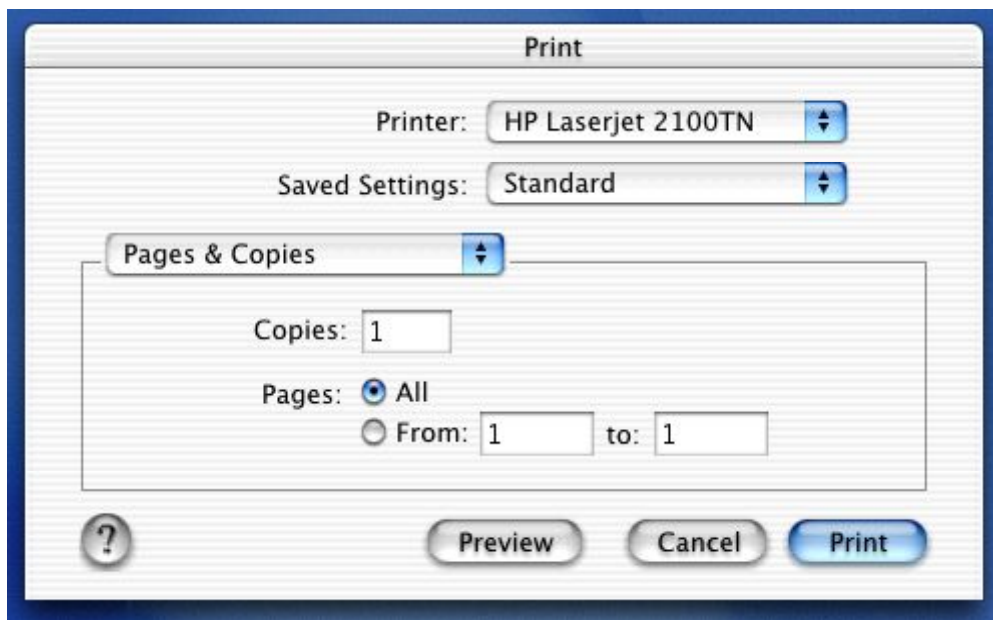
Cancel OK

Type in the text for each footnote you want to use. Click OK to accept your changes. Click Cancel to dismiss the dialog without making any changes.

Footnotes appear on the student scores and assignments scores reports and on individual student web pages created by Gradekeeper. The footnote number appears in brackets to the left of the score it applies to.

## Printing Reports

To print the gradebook, attendance, or a report, choose that view from the Reports menu, then choose the Print command from the File menu. The standard print job dialog will appear. Your print job dialog may appear different depending on the printer you use.



To print the student scores, student attendance, or multiple class report for a single student, or to print the assignment scores report for a single assignment, click in the report window and choose print from the menu that appears. The print dialog will appear. Click Print.

To print only certain pages of a report, enter the first and last page numbers in the appropriate fields of the dialog. The gradebook and reports are displayed exactly as they will be printed. The page indicator in the lower left corner of the window shows the number of the currently displayed page.

If your printer supports scaling, you can print more on each page. Choose Page Setup from the File menu and choose a smaller scale factor. Some printers do not support scaling.

To print the attendance for a single day, first choose Attendance from the Reports menu, click once on the column number for the day you want to select it, then choose Print from the File menu.

## School Year Options

You may divide your school year into two, three, four, or six terms, choose a name for each term, and choose the starting and ending date for each term. You may also choose which days of the week to include in the attendance grid.

To set up your school year, choose Gradebook Options from the Gradebook menu and click the School Year tab. The school year panel will be displayed, showing the number of terms in the school year and the starting and ending dates of each term.



The image shows a screenshot of the 'Gradebook Options' dialog box, specifically the 'School Year' tab. The dialog has a title bar 'Gradebook Options' and several tabs: 'School Year' (selected), 'Categories', 'Grading', 'Letter Grades', 'Scores', and 'Attendance'. Below the tabs, there is a dropdown menu that says 'School year has 4 Quarters'. Below this, there is a table with columns for term names, starting dates, and ending dates. The table contains four rows for the first four quarters. Below the table, there is a section labeled 'School week includes' with checkboxes for days of the week: Mon, Tue, Wed, Thu, Fri, Sat, and Sun. At the bottom right, there are 'Cancel' and 'OK' buttons.

| Term        | Start Date | End Date   |
|-------------|------------|------------|
| 1st Quarter | 9/ 2/2003  | 10/31/2003 |
| 2nd Quarter | 11/ 3/2003 | 1/16/2004  |
| 3rd Quarter | 1/19/2004  | 4/ 2/2004  |
| 4th Quarter | 4/ 5/2004  | 6/ 4/2004  |
|             | 1/ 3/2004  | 1/ 3/2004  |
|             | 1/ 3/2004  | 1/ 3/2004  |

School week includes

☒ Mon ☒ Tue ☒ Wed ☒ Thu ☒ Fri ☐ Sat ☐ Sun

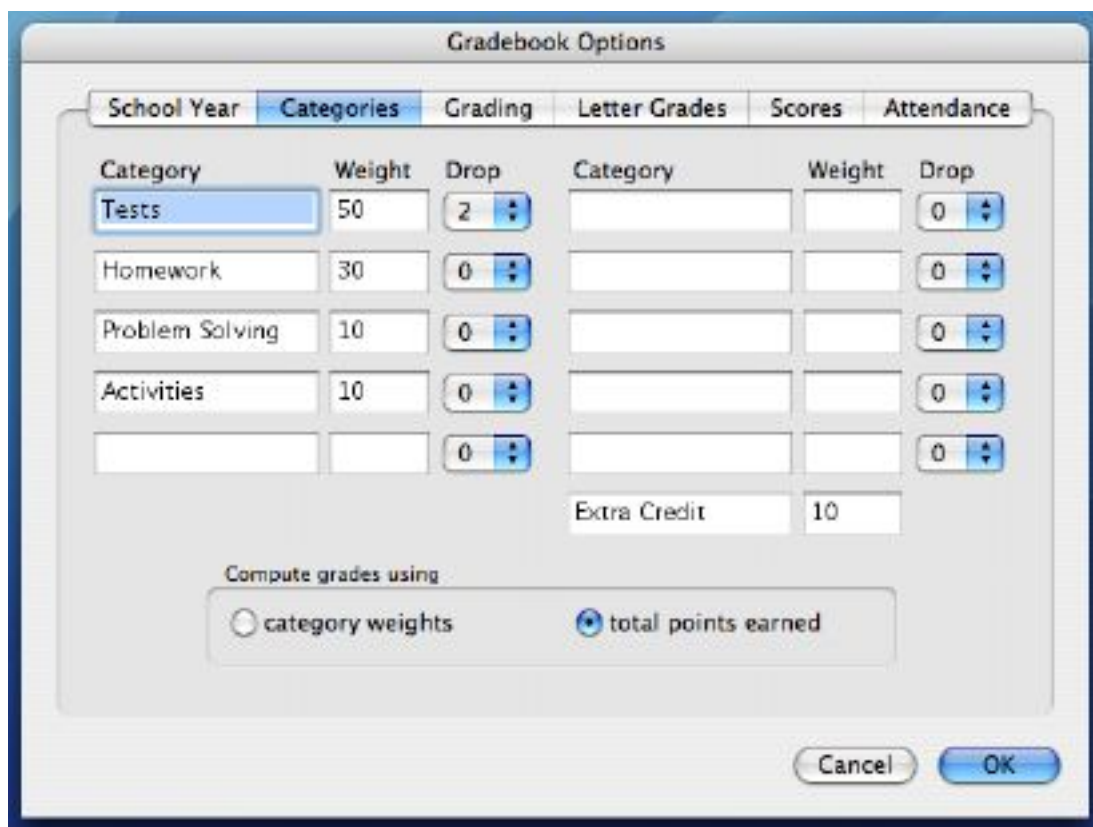
Cancel OK

Choose the number of terms in your school year from the pop-up menu. Gradekeeper will estimate what the first and last day of each term will be. Enter a name for each term. Enter the starting and ending dates for each term, as necessary. Click the check boxes for the days you want included in your attendance grid. Click OK to accept your changes. Click Cancel to dismiss the dialog without making any changes.

## Assignment Categories

Every assignment must be placed in an assignment category. You can use these categories just to organize your assignments, or you can use them in grade computation to insure that certain kinds of assignments contribute a specified portion of the grade.

New classes begin with "Tests" and "Homework" categories. To change these categories, choose Gradebook Options from the Gradebook menu and click the Categories tab. The categories panel will be displayed, showing the current category names and weights.



The image shows a screenshot of the "Gradebook Options" dialog box, specifically the "Categories" tab. The dialog has a title bar "Gradebook Options" and several tabs: "School Year", "Categories" (selected), "Grading", "Letter Grades", "Scores", and "Attendance".

Under the "Categories" tab, there are two columns of category settings. Each column has headers: "Category", "Weight", and "Drop".

| Category        | Weight | Drop | Category | Weight | Drop |
|-----------------|--------|------|----------|--------|------|
| Tests           | 50     | 2    |          |        | 0    |
| Homework        | 30     | 0    |          |        | 0    |
| Problem Solving | 10     | 0    |          |        | 0    |
| Activities      | 10     | 0    |          |        | 0    |
|                 |        | 0    |          |        | 0    |

Below the category tables, there is an "Extra Credit" field with a value of 10.

At the bottom, there is a section titled "Compute grades using" with two radio buttons: "category weights" (unselected) and "total points earned" (selected).

At the very bottom right, there are "Cancel" and "OK" buttons.

Enter a name and weight for each category. You may choose to drop 1-4 worst scores from each category. The worst scores dropped from each category will be those that most improve the student's grade in that category. Blank scores will never be dropped. You may choose to compute grades using category weights or using total points earned.

Click OK to accept your changes. Click Cancel to dismiss the dialog without making any changes.

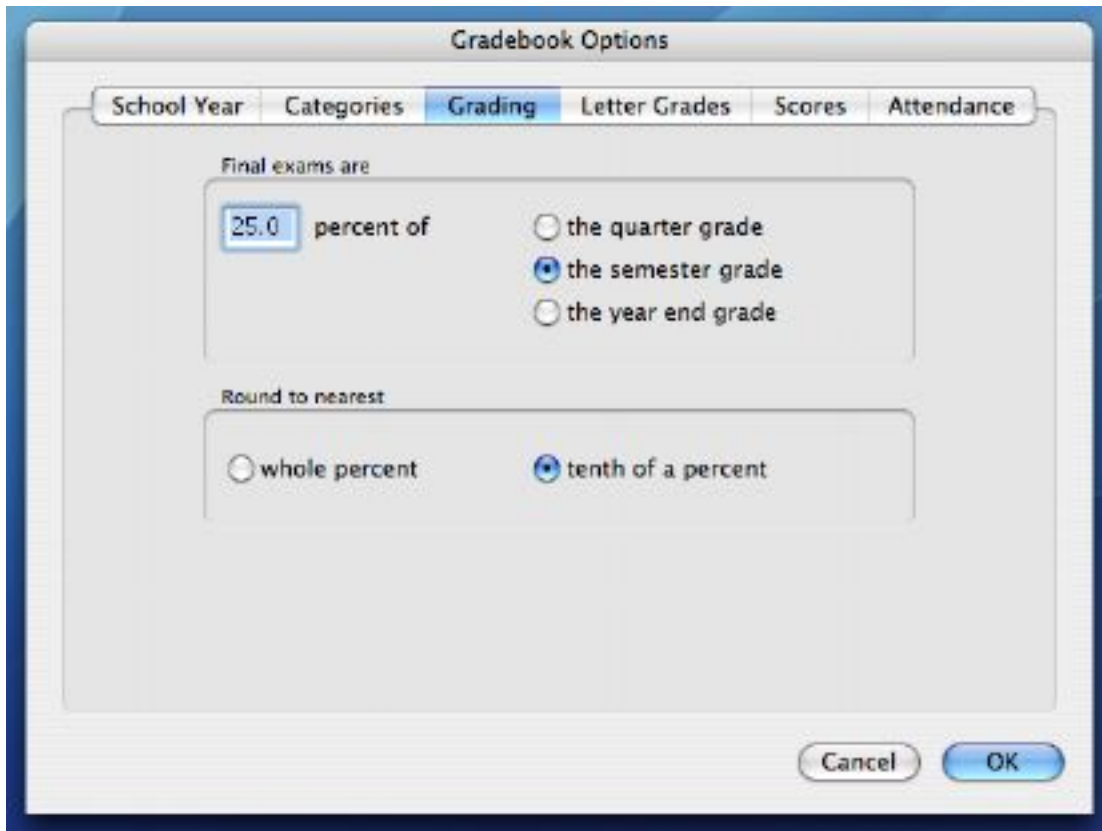
Category weights must be between 0 and 100. Enter a weight of NG to specify that assignments in a category should not be included when computing grades. You may have different categories and weights for each term in the school year. This allows you to change how you compute grades during the course of the year.



## Grading Options

Gradekeeper gives you a variety of grading options. You may choose to have final exams contribute to the term grade, the semester grade, or the final grade for the year. You may choose to round to the nearest whole percent or to the nearest tenth of a percent.

To set your grading options, choose Gradebook Options from the Gradebook menu and click the Grading tab.



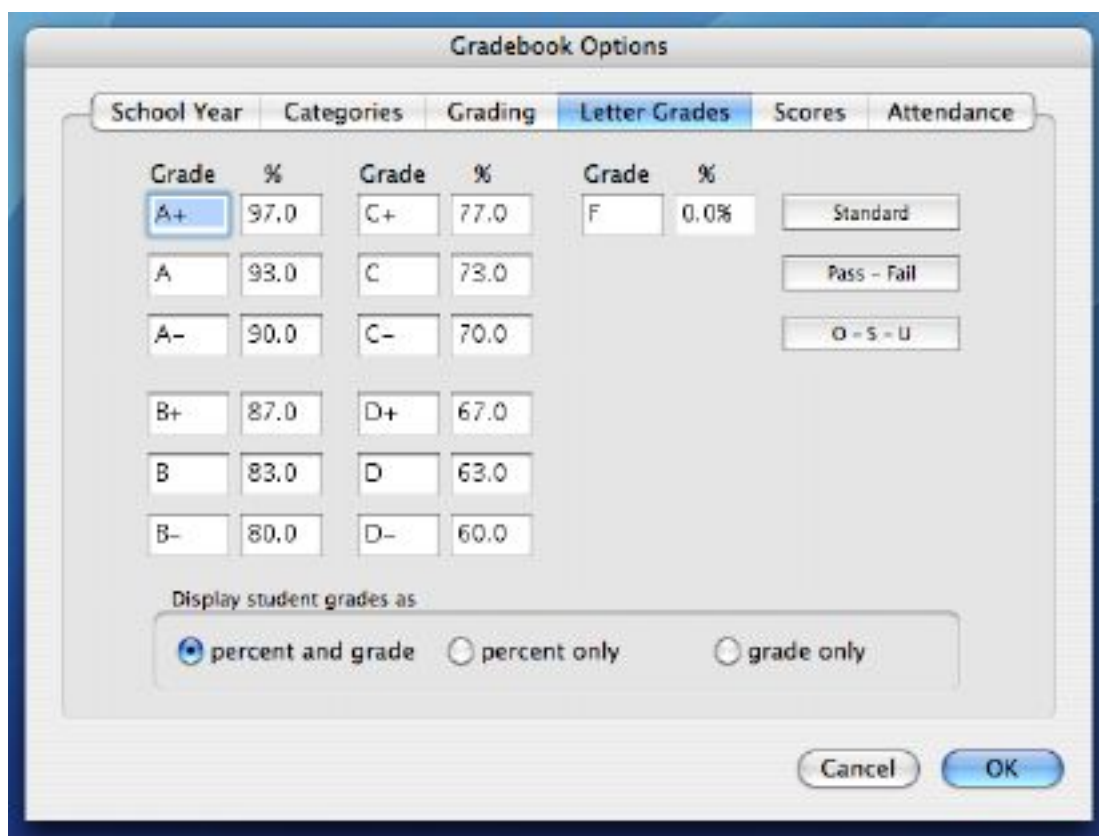
The image shows a screenshot of the 'Gradebook Options' dialog box, specifically the 'Grading' tab. The dialog has a title bar 'Gradebook Options' and a tabbed interface with tabs for 'School Year', 'Categories', 'Grading' (which is selected), 'Letter Grades', 'Scores', and 'Attendance'. Inside the 'Grading' tab, there are two main sections. The first section is titled 'Final exams are' and contains a text input field with the value '25.0' followed by the text 'percent of'. To the right of this input are three radio button options: 'the quarter grade' (unselected), 'the semester grade' (selected), and 'the year end grade' (unselected). The second section is titled 'Round to nearest' and contains two radio button options: 'whole percent' (unselected) and 'tenth of a percent' (selected). At the bottom right of the dialog are two buttons: 'Cancel' and 'OK'.

Choose the options you want, then click OK to accept your changes, or click Cancel to dismiss the dialog without making any changes.

Exam options are only used when there actually are final exams. If you choose to have final exams contribute 20% of the semester grade, but do not give a final exam 1st semester, that semester grade will not be affected. If you do not give final exams, you may ignore the exam options altogether.

## Letter Grades

Your letter grade options determine how percents are translated into grades. To change your letter grade options, choose Gradebook Options from the Gradebook menu and click the Letter Grades tab. The letter grades panel will be displayed, showing the current letter grade cutoffs.



The image shows a software dialog box titled "Gradebook Options" with the "Letter Grades" tab selected. The dialog contains three columns of grade and percentage settings, a section for display options, and buttons for "Cancel" and "OK".

| Grade | %    | Grade | %    | Grade | %    |
|-------|------|-------|------|-------|------|
| A+    | 97.0 | C+    | 77.0 | F     | 0.0% |
| A     | 93.0 | C     | 73.0 |       |      |
| A-    | 90.0 | C-    | 70.0 |       |      |
| B+    | 87.0 | D+    | 67.0 |       |      |
| B     | 83.0 | D     | 63.0 |       |      |
| B-    | 80.0 | D-    | 60.0 |       |      |

Display student grades as:

☒ percent and grade   ☐ percent only   ☐ grade only

Buttons: Cancel, OK

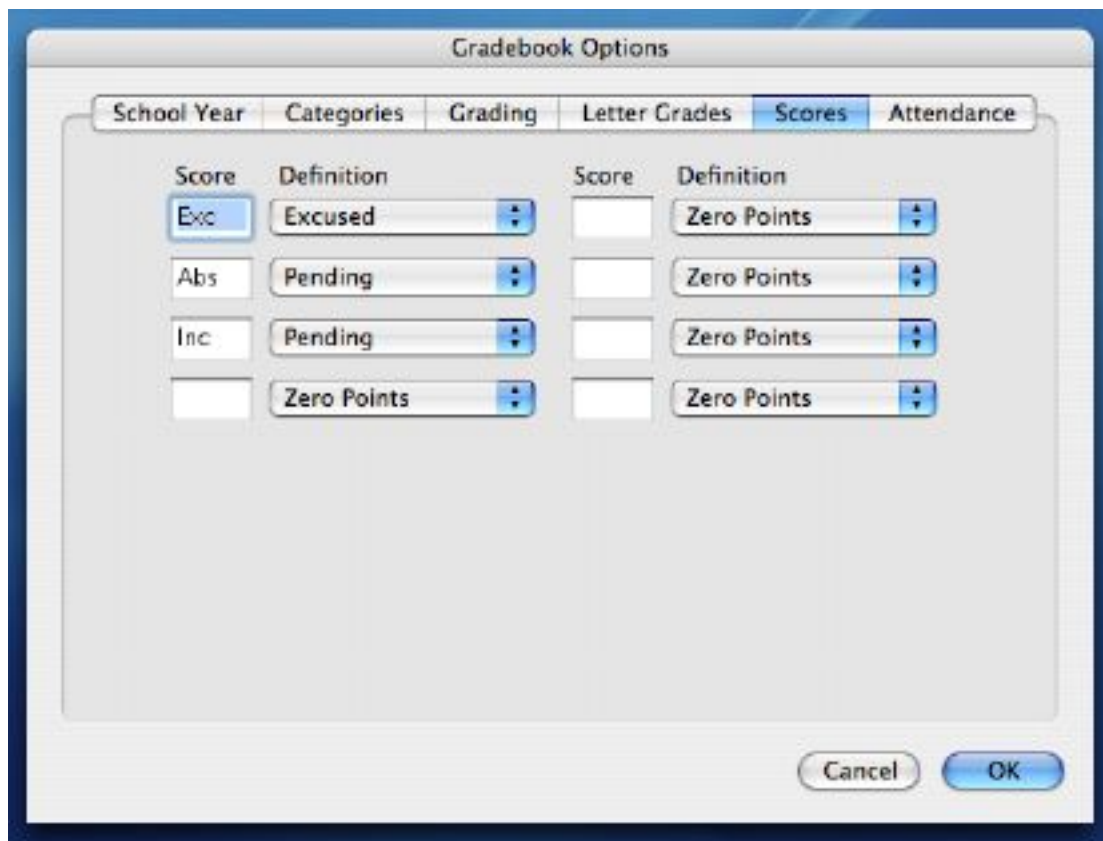
Enter your grades and the percent required to earn each grade. You may use the buttons on the right to choose the standard A - F system, the pass - fail system, or the outstanding - satisfactory - unsatisfactory system. Letter grade options affect grades for the entire school year.

Each percent must be a decimal number from 0 to 120. If you do not use a certain grade (if you do not give A+ grades), leave the grade and the percent blank. You can choose to display student grades as percents, letter grades, or both.

Click OK to accept your changes. Click Cancel to dismiss the dialog without making any changes.

## Special Scores

You can change the default special scores, change their meanings, or add special scores of your own. To change your special scores, choose Gradebook Options from the Gradebook menu and click the Scores tab. The special scores panel will be displayed, showing your current special scores.



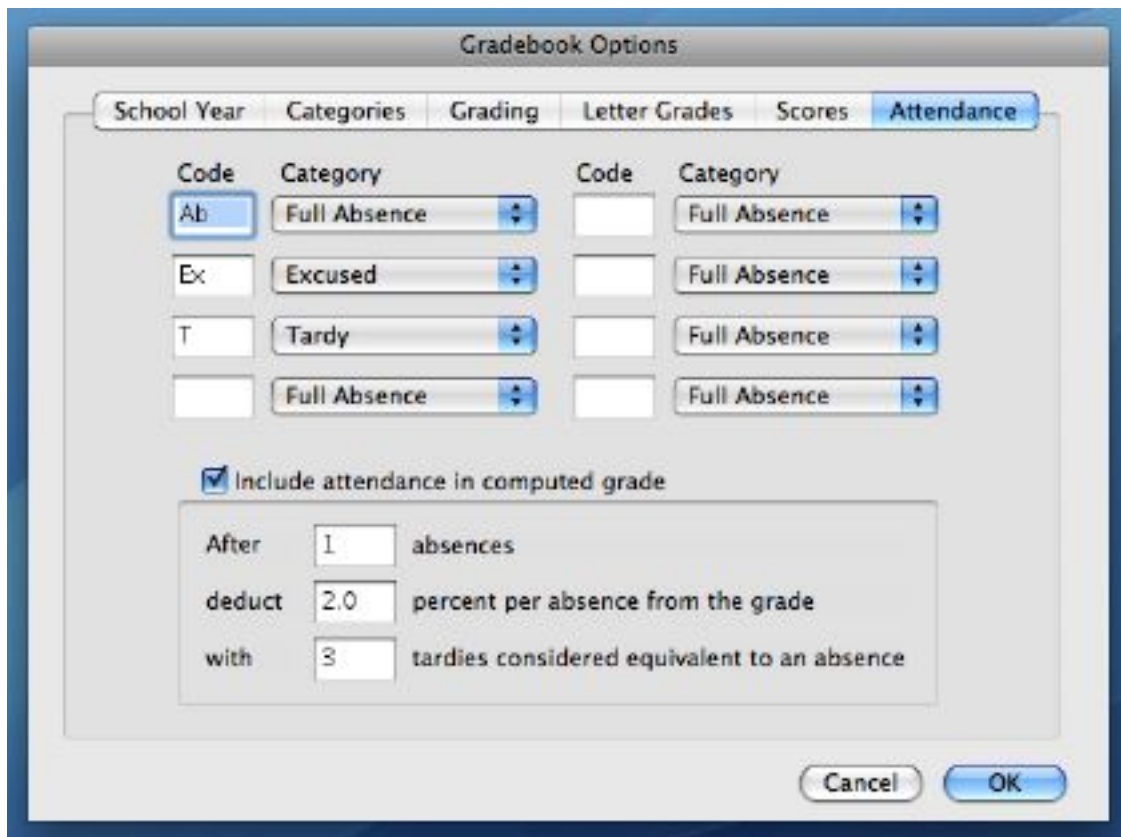
The image shows a dialog box titled "Gradebook Options" with a tabbed interface. The "Scores" tab is selected. It contains two columns of settings for special scores. The first column has three rows with scores "Exc", "Abs", and "Inc", each with a definition of "Excused", "Pending", and "Pending" respectively. The second column has three rows with empty score fields, each with a definition of "Zero Points". At the bottom right are "Cancel" and "OK" buttons.

| Score | Definition  | Score | Definition  |
|-------|-------------|-------|-------------|
| Exc   | Excused     |       | Zero Points |
| Abs   | Pending     |       | Zero Points |
| Inc   | Pending     |       | Zero Points |
|       | Zero Points |       | Zero Points |

Enter a score and choose its definition. You can choose to have a special score count as 0 points, as an excused assignment, or as a pending assignment (excused, but still considered missing). Use the tab key to move from item to item. Click OK to accept your changes. Click Cancel to dismiss the dialog without making any changes.

## Attendance Codes

You may define the codes you use to record attendance and whether each code will contribute to the total number of absences or tardies. You also choose to include attendance in grade computation. To define your attendance codes, choose Gradebook Options from the Gradebook menu, then click the Attendance tab. The attendance panel will be displayed, showing your current attendance codes.



The image shows a screenshot of the 'Gradebook Options' dialog box, specifically the 'Attendance' tab. The dialog has a title bar 'Gradebook Options' and a tabbed interface with tabs for 'School Year', 'Categories', 'Grading', 'Letter Grades', 'Scores', and 'Attendance'. The 'Attendance' tab is selected. It contains two columns of 'Code' and 'Category' pairs. The first column has codes 'Ab', 'Ex', 'T', and an empty field, with categories 'Full Absence', 'Excused', 'Tardy', and 'Full Absence' respectively. The second column has empty code fields and 'Full Absence' categories. Below these is a checkbox 'Include attendance in computed grade' which is checked. Under this checkbox are three input fields: 'After 1 absences', 'deduct 2.0 percent per absence from the grade', and 'with 3 tardies considered equivalent to an absence'. At the bottom right are 'Cancel' and 'OK' buttons.

| Code | Category     | Code | Category     |
|------|--------------|------|--------------|
| Ab   | Full Absence |      | Full Absence |
| Ex   | Excused      |      | Full Absence |
| T    | Tardy        |      | Full Absence |
|      | Full Absence |      | Full Absence |

☒ Include attendance in computed grade

After 1 absences

deduct 2.0 percent per absence from the grade

with 3 tardies considered equivalent to an absence

Cancel OK

Enter a code and choose a category for each attendance code you use. Use the tab key to move from item to item. To include attendance in grade computation, check the box and enter the number of absences that will be allowed, enter the percent to deduct from the term grade for each additional absence, and enter the number of tardies that will be considered equivalent to an absence.

Click OK to accept your changes. Click Cancel to dismiss the dialog without making any changes.

The possible attendance categories are: Tardy, Excused, Full Absence, and Half Absence. The excused category indicates either an excused tardy or an excused absence. Excused codes are not included in the total number of tardies or absences.

## Assigning a Password

You may assign a password to a class to prevent anyone else from opening the class. To assign a password to a class, choose Password from the Gradebook menu:

A screenshot of a 'Password' dialog box. It has a title bar that says 'Password'. Inside, there are three text input fields. The first is labeled 'Enter old password' and contains seven dots. The second is labeled 'Enter new password' and also contains seven dots. The third is labeled 'Verify new password' and contains seven dots. At the bottom right of the dialog box are two buttons: 'Cancel' and 'OK'.

Enter the current password for the class. If you have not assigned a password to this class, leave this item blank. Enter your new password, then enter your new password again to verify that you typed it correctly. Passwords can be from 1 to 15 characters long and are case sensitive. You should write down your password and keep it in a safe place.

Assigning a password to a class only prevents others from opening the class. It will not prevent someone from deleting the class. To fully protect your classes, you should consider using software such as Macintosh Manager that limits access to your computer. You should also always keep a current backup of your classes on another disk.

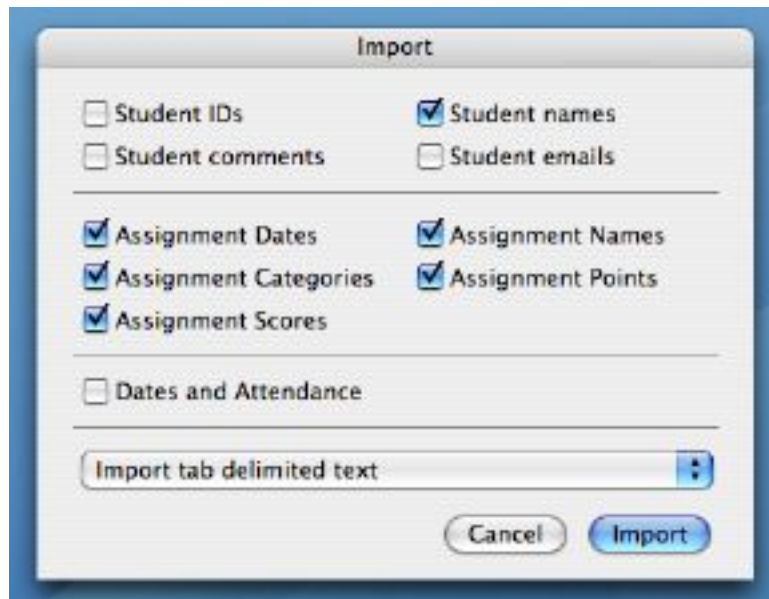
## Moving Into Another Term

To move into another term, select the term you want from the Gradebook menu. All scores and assignments are saved for the entire school year. This makes it easy for you to deal with incompletes or correct mistakes.

When you move into a particular term in the school year for the first time, your categories and grading options will be copied into that term.

## Importing Students and Assignments

To read a list of students or assignments and scores from a text file, choose Import from the File menu. The import dialog will appear.



Click the check box for each item you would like to import. Choose the format for this import. You can choose to import tab delimited text, quote comma format, or comma separated values.

You may import students, assignments, and scores, or you may import additional assignments and scores. You may also import student email addresses, or attendance dates and codes. If you import student names and IDs, names and IDs that match existing students will import for those students.

Click Import to continue. Click Cancel to dismiss the dialog without importing anything. The open dialog will appear, allowing you to choose which text file to read this information from. The students will be added to the gradebook after any students already in the class.

If you are importing student IDs and names, your text file should be formatted as follows:

|    |      |
|----|------|
| id | name |
| id | name |
| id | name |

New students are added after the last existing student, but before any dropped students remaining in the gradebook. New assignments are added after any existing assignments.

If you are importing assignments and scores, your text file should be formatted as follows:

|            |            |     |            |
|------------|------------|-----|------------|
| assignment | assignment | ... | assignment |
| category   | category   | ... | category   |
| points     | points     | ... | points     |
| score      | score      | ... | score      |
| score      | score      | ... | score      |
| score      | score      | ... | score      |

All students must be included, even if they have no scores for any assignment. Student scores must be in the same order as those students appear in your gradebook.

If you are importing dates and attendance, your text file should be formatted as follows:

|         |      |      |      |      |
|---------|------|------|------|------|
| student | date | code | date | code |
| student | date | code | date | code |
| student | date | code | date | code |

You only need to include the dates when a student is absent or tardy. Different students can have different numbers of dates. If you do not include student names, all students must be included, even if they have no absences or tardies. Student attendance codes must be in the same order as those students appear in your gradebook.

If you are importing student email addresses, your text file should be formatted as follows:

|         |               |               |
|---------|---------------|---------------|
| student | email address | email address |
| student | email address | email address |
| student | email address | email address |

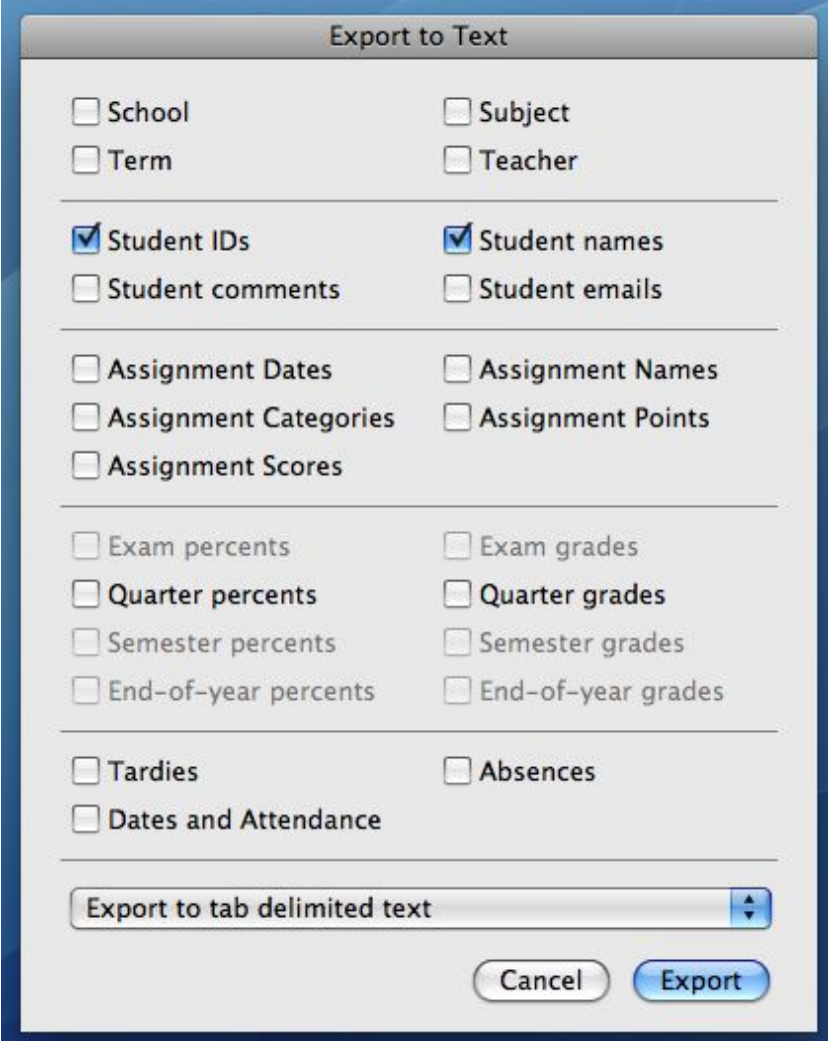
Each student can have one or two email addresses. If you do not include student names, you must include a line for each student, even if they have no email addresses. Email addresses must appear in the same order as those students appear in your gradebook.

When importing tab delimited text, items should be separated by tabs. For quote comma format, items should be enclosed in quotes and separated by commas. For comma separated values, items should be separated by commas and enclosed in quotes only if the item includes a comma (as when student names are last name first) or a double quote. Do not include spaces between items.

If you are unsure about how imported text should be formatted, create a simple class and export to text choosing the same items and using the same format.

## Exporting Students and Assignments

To write a list of students, assignments, scores, attendance totals or dates with attendance codes, and/or grades to a text file, choose Export to Text from the File menu. The export dialog will appear.

The image shows a dialog box titled "Export to Text". It contains several groups of checkboxes for selecting data to export. The first group includes "School", "Term", "Subject", and "Teacher". The second group includes "Student IDs" (checked), "Student names" (checked), "Student comments", and "Student emails". The third group includes "Assignment Dates", "Assignment Categories", "Assignment Scores", "Assignment Names", and "Assignment Points". The fourth group includes "Exam percents", "Quarter percents", "Semester percents", "End-of-year percents", "Exam grades", "Quarter grades", "Semester grades", and "End-of-year grades". The fifth group includes "Tardies", "Absences", and "Dates and Attendance". At the bottom, there is a dropdown menu set to "Export to tab delimited text" and two buttons: "Cancel" and "Export".

|   |   |
|---|---|
| <input type="checkbox"/> School                 | <input type="checkbox"/> Subject                  |
| <input type="checkbox"/> Term                   | <input type="checkbox"/> Teacher                  |
| <input checked="" type="checkbox"/> Student IDs | <input checked="" type="checkbox"/> Student names |
| <input type="checkbox"/> Student comments       | <input type="checkbox"/> Student emails           |
| <input type="checkbox"/> Assignment Dates       | <input type="checkbox"/> Assignment Names         |
| <input type="checkbox"/> Assignment Categories  | <input type="checkbox"/> Assignment Points        |
| <input type="checkbox"/> Assignment Scores      |   |
| <input type="checkbox"/> Exam percents          | <input type="checkbox"/> Exam grades              |
| <input type="checkbox"/> Quarter percents       | <input type="checkbox"/> Quarter grades           |
| <input type="checkbox"/> Semester percents      | <input type="checkbox"/> Semester grades          |
| <input type="checkbox"/> End-of-year percents   | <input type="checkbox"/> End-of-year grades       |
| <input type="checkbox"/> Tardies                | <input type="checkbox"/> Absences                 |
| <input type="checkbox"/> Dates and Attendance   |   |

Export to tab delimited text

Cancel Export

Click the check box for each item you would like to export. Choose the format for this export. You can choose to export to tab delimited text, quote comma format, or comma separated values.

Click Export to continue, or click Cancel to dismiss the dialog without exporting anything.



You may only export exam grades when there is an exam in the current term. You may only export semester grades when you are in the last term of the semester. You may only export end-of-year grades when you are in the last term of the year.

Click Export to continue.

The standard file dialog will appear, allowing you to specify the name and location of the text file that will be created. Type in a file name and click Save.

If you are exporting student IDs and names, your text file will be formatted as follows:

|    |      |
|----|------|
| id | name |
| id | name |
| id | name |

If you are exporting student email addresses, your text file will be formatted as follows:

|         |               |               |
|---------|---------------|---------------|
| student | email address | email address |
| student | email address | email address |
| student | email address | email address |

If you are exporting assignments and scores, your text file will be formatted as follows:

|            |            |     |            |
|------------|------------|-----|------------|
| date       | date       | ... | date       |
| assignment | assignment | ... | assignment |
| category   | category   | ... | category   |
| points     | points     | ... | points     |
| score      | score      | ... | score      |
| score      | score      | ... | score      |
| score      | score      | ... | score      |

If you are exporting dates and attendance, your text file will be formatted as follows:

|      |      |      |      |
|------|------|------|------|
| date | code | date | code |
| date | code | date | code |
| date | code | date | code |

Only those dates when a student is absent or tardy will be included, but all students will be included.

When exporting tab delimited text, items will be separated by tabs. For quote comma format, items will be enclosed in quotes and separated by commas. For comma separated values, items will be separated by commas and enclosed in quotes only if the item includes a comma (as when student names are last name first) or a double quote.

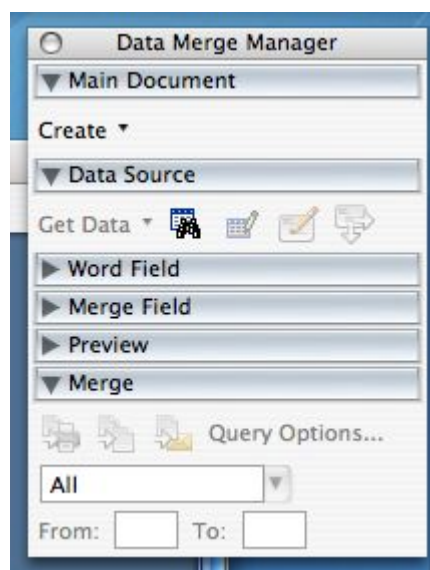
## Form Letters and Custom Reports

You can use the Export to Text capability of Gradekeeper together with the data merge capability of Microsoft Word to create custom form letters or reports.

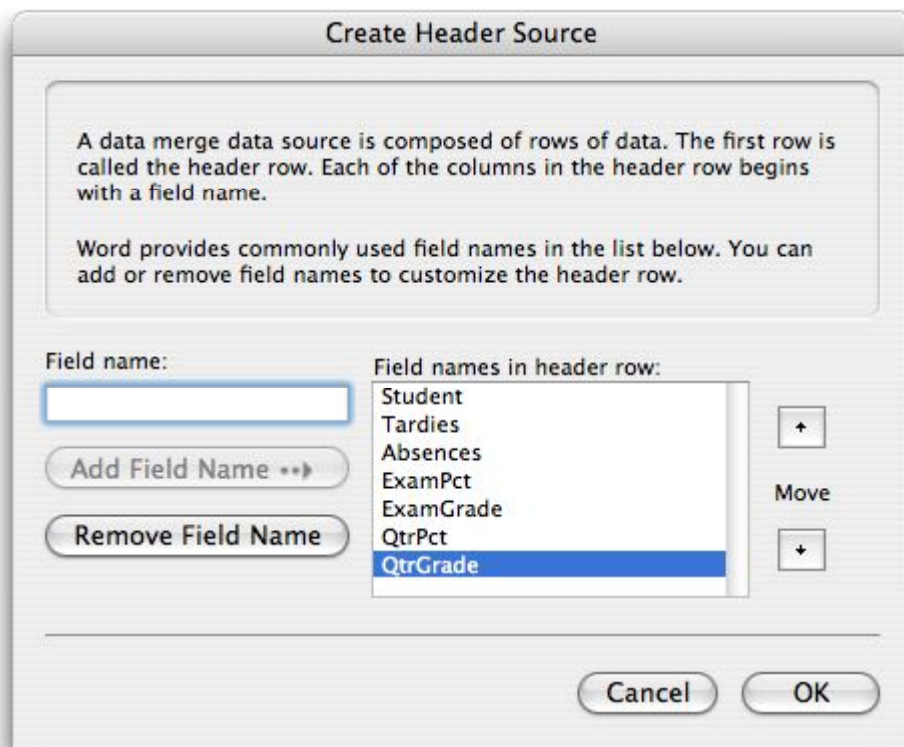
First, export the items you want in your report from Gradekeeper:

- Choose Export to Text from the File menu
- Choose the items you want in your report
- Click the Export button
- Choose a name for the text file
- Click the Save button

Next, start Microsoft Word. Choose Data Merge Manager from the Tools menu. The Data Merge Manager window will appear:



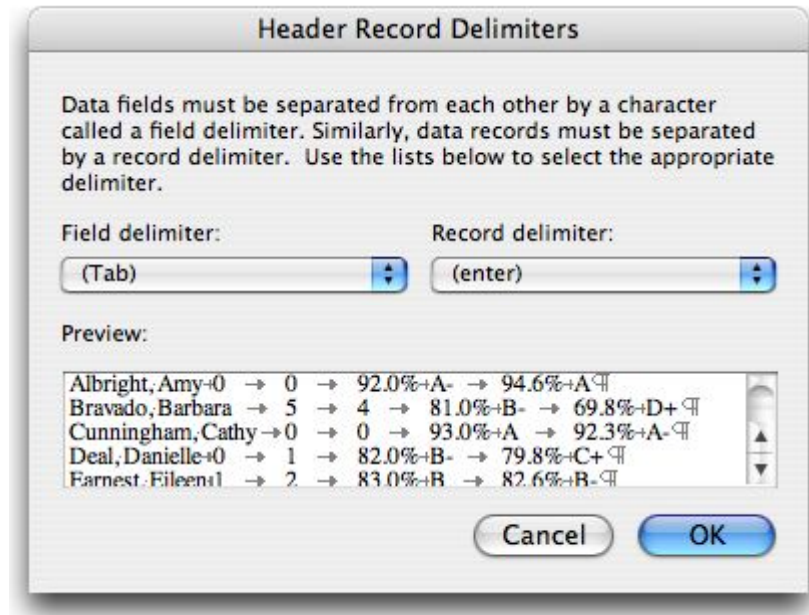
In the Main Document section, click Create and choose Form Letters. In the Data Source section, click Get Data and choose Header Source, then choose New Header Source. The Create Header Source window will appear:



Click Remove Field Name until all the default field names have been removed. Then enter the field names you want. Your field names must match the items you exported from Gradekeeper and must be in the same order that Gradekeeper has them. Click OK when you finish entering your field names. The standard save dialog will appear. Choose a name for your header source document and click Save.

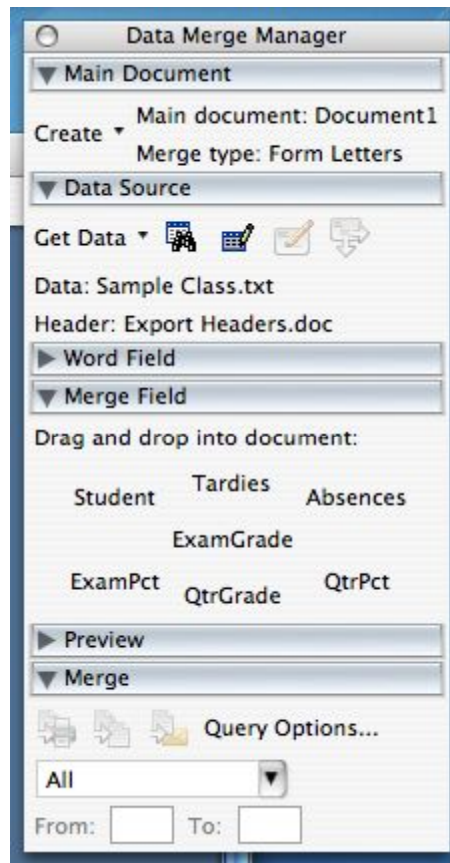
In the Data Merge Manager, in the Data Source section, click Get Data. Choose Open Data Source. This shows the standard open dialog. Choose the text file you exported from Gradekeeper.

After you choose your text file, the Header Record Delimiters window will appear:



Choose tab as the field delimiter and enter as the record delimiter, then click OK.

The Data Merge Manager window should now appear something like this:



You can now type your form letter. To insert one of the items you exported, drag the appropriate button from the Merge Field section of the Data Merge Manager into your document.

When you are done typing your form letter, it may look like this:

1<sup>st</sup> quarter progress report for: «Student»  
  
Absences: «Absences»  
Tardies: «Tardies»  
  
Final exam: «ExamPct» «ExamGrade»  
1<sup>st</sup> Quarter: «QtrPct» «QtrGrade»

You can now create a merged document by clicking the new document button in the Merge section of the Data Merge Manager:

1<sup>st</sup> quarter progress report for: Bravado, Barbara  
  
Absences: 4  
Tardies: 5  
  
Final exam: 81.0% B-  
1<sup>st</sup> Quarter: 69.8% D+

Microsoft Word may warn you about having empty records in your data source. This warning indicates that there were one or more blank lines in your text file. You can ignore these warnings.

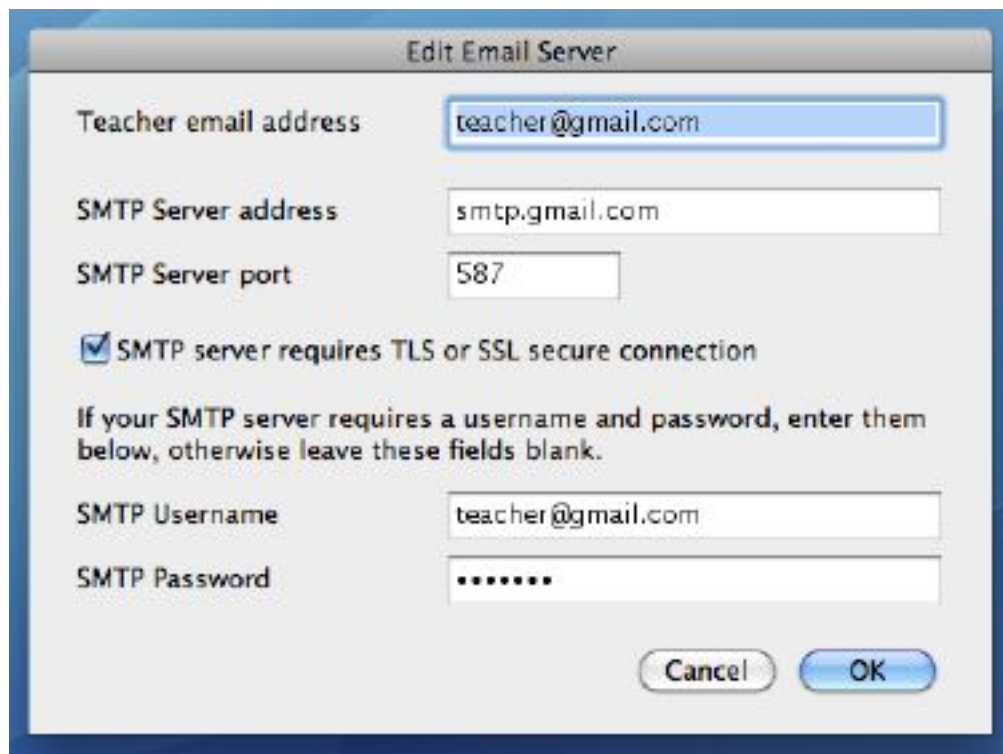
You can also merge to email. You will need to insert a column into the text file for the email address for each student and include a header for that field. Microsoft Entourage must be set as your default email application.

Once you've created a data merge document, you can use the same document many times. Simply change the data source to the text file you exported from Gradekeeper and then create a new merged document.

## Sending Email Reports

You can send the student scores report, the student summary report, the student attendance report, and the missing assignments report by email to parents or students. To send an individual email report for each student, choose the appropriate email command from the File menu.

Before sending email reports, you must set up your email server information and email addresses for each student. To set up your email server information, choose Edit Email Server from the Edit menu. The Edit Email Server dialog will appear:



The screenshot shows a dialog box titled "Edit Email Server". It contains the following fields and options:

- Teacher email address:** A text field containing "teacher@gmail.com".
- SMTP Server address:** A text field containing "smtp.gmail.com".
- SMTP Server port:** A text field containing "587".
- SMTP server requires TLS or SSL secure connection:** A checkbox that is checked.
- Instructions:** "If your SMTP server requires a username and password, enter them below, otherwise leave these fields blank."
- SMTP Username:** A text field containing "teacher@gmail.com".
- SMTP Password:** A password field with masked characters "\*\*\*\*\*".
- Buttons:** "Cancel" and "OK" buttons at the bottom right.

Enter your email address, the address of your SMTP server (your outgoing email server), and your SMTP server port (usually 25). If your SMTP server requires a secure TLS or SSL connection, check that option. If your SMTP server requires authorization, enter the username and password, otherwise, leave those fields blank. Click OK when you are finished.

If you use a local internet provider, you can probably use their SMTP server. Some web based email providers have an SMTP server you can use. The Mac OS X version of Gradekeeper can connect to SMTP servers that require TLS security.

If you do not have access to an SMTP server, here are some email services you might consider:

[Gmail](#) is a free email service from Google. The GMail SMTP server requires TLS or SSL. Use the following settings:

SMTP server address: smtp.gmail.com  
SMTP server port: 587  
SMTP username: your GMail email address (like teacher@gmail.com)  
SMTP password: your GMail password

[Inbox](#) is a free email service. Inbox also provides 5 GB of online storage, which is useful for having access to your classes from home and school. You will need to enable POP3 and SMTP in your Inbox settings. Use the following settings:

SMTP server address: my.inbox.com  
SMTP server port: 25  
SMTP username: your Inbox email address (like teacher@inbox.com)  
SMTP password: your Inbox password

[Yahoo Plus](#) is an upgrade from the free Yahoo email service. It costs \$19.95 per year. Use the following settings:

SMTP server address: plus.smtp.mail.yahoo.com  
SMTP server port: 587  
SMTP username: your Yahoo Plus username  
SMTP password: your Yahoo Plus password

Apple's [MobileMe](#) email works with the Windows and Mac OS X versions of Gradekeeper. MobileMe also provides iDisk, with 20 GB of online storage, allowing you to store files online, which is useful for accessing your classes from home and school. Use the following settings:

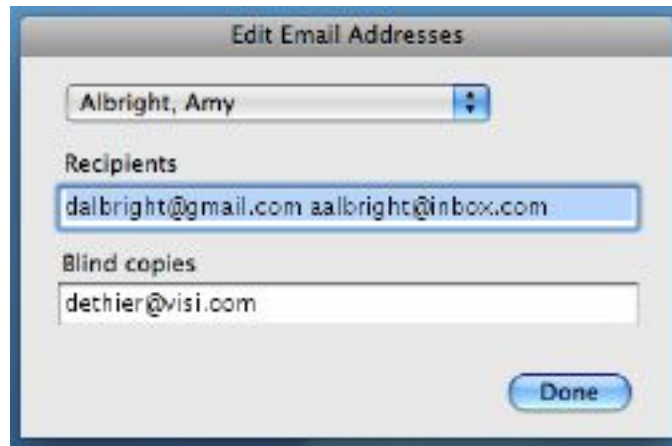
SMTP server address: smtp.me.com  
SMTP server port: 587  
SMTP username: your MobileMe username  
SMTP password: your MobileMe password

If your school or email provider does not have an SMTP server you can use, an alternative is to pay \$24 per year to use [AuthSMTP](#) as your SMTP server. Use the following settings:

SMTP server address: mail.authsmtp.com  
SMTP server port: 2525  
SMTP username: your AuthSMTP user ID  
SMTP password: your AuthSMTP password



To enter email addresses for your students, choose Edit Email Addresses from the Edit menu. The Edit Email Addresses dialog will appear:



The screenshot shows a dialog box titled "Edit Email Addresses". At the top is a dropdown menu with the text "Albright, Amy" and a small blue arrow icon. Below this is a section labeled "Recipients" with a text input field containing the email addresses "dalbright@gmail.com aalbright@inbox.com". Below that is a section labeled "Blind copies" with a text input field containing the email address "dethier@visi.com". At the bottom right of the dialog is a blue button labeled "Done".

Choose a student from the combo box. Then enter the email addresses that will receive email reports for that student. Email addresses listed in the recipients field will be visible to other recipients. Email addresses listed in the blind copies field will not be visible to other recipients. You can enter multiple email addresses in each field, separated by a space.

Click Done when you are finished entering email addresses for your students.

## Creating a Web Site

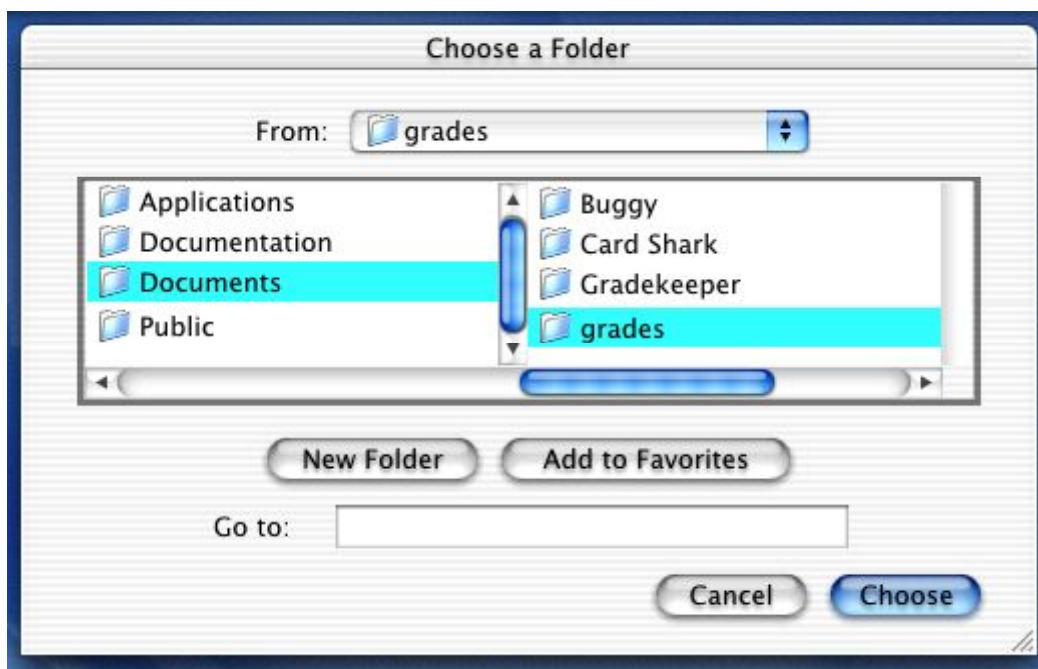
To allow students and parents to access grades on the internet, choose Export to Web from the File menu. The export to web dialog will appear:



You can create a single web page or a complete web site. Choose the option you want and click OK.

When you export to web while viewing a multiple class report, a web site will be created with a web page for each student linking to a web page for each subject, showing assignments for that student in that class.

If you are creating a single web page, the standard save dialog will appear. Enter a name for the web page you are creating and choose where you want to save it. If you are creating a complete web site, the choose folder dialog will appear:



Choose a folder for the web site. You can create a new folder by clicking the New Folder button.

When you create a single web page, student ID codes will be displayed with student grades and attendance totals according to your current report options:

#### Mounds Park Academy

##### Honors Algebra (1st Quarter)

Mr. Ethier

| ID   | Tardies | Absences | Final Exam | Quarter  |
|------|---------|----------|------------|----------|
| 1342 | 0       | 0        | 92.0% A-   | 94.6% A  |
| 7064 | 5       | 4        | 81.0% B-   | 69.8% D+ |
| 5840 | 0       | 0        | 93.0% A    | 92.3% A- |
| 3281 | 0       | 1        | 82.0% B-   | 79.8% C+ |
| 6754 | 1       | 2        | 83.0% B    | 82.6% B- |

When you create a complete web site, an authorization web page will be created to ask for a student name and ID code:

### Gradebook

Please enter your name and ID code as they appear in your teacher's gradebook, then click the **Show Grades** button.

|                 |   |
|-----------------|---|
| Student Name    | <input type="text" value="Amy Albright"/> |
| Student ID Code | <input type="text" value="••••"/>         |

Show Grades

If you get an error saying that the file cannot be found, you probably entered your name or ID code incorrectly.

The authorization web page requires a browser that supports Javascript. Browsers without Javascript enabled will not be able to see student web pages. The authorization web page is named index.html by default. Most web servers use this as their default web page name. If your web server uses a different default name (some servers use Default.html) you should rename it. If this web page does not have the correct default web page name for your server, it is relatively easy to bypass the authorization scheme!

If a valid student name and ID code are entered, the corresponding student web page will be displayed:

## Mounds Park Academy

Honors Algebra (1st Quarter)  
Daniel Ethier

February 20, 2005

| Date         | Assignment          | Category        | Points     | Possible   |
|--------------|---------------------|-----------------|------------|------------|
| Sep 3        | Bulgarian Solitaire | Problem Solving | 10         | 10         |
| Sep 4        | Spirograph Special  | Activities      | 9          | 10         |
| Sep 5        | Toothpicks          | Problem Solving | 23         | 25         |
| Sep 6        | Gypsy Moths         | Activities      | 10         | 10         |
| Sep 9        | Chapter 7 Homework  | Homework        | 45         | 45         |
| Sep 10       | Chapter 7 Test      | Tests           | 94         | 100        |
| <b>Total</b> |                     |                 | <b>191</b> | <b>200</b> |

| Category           | Points | Possible | Percent        |
|--------------------|--------|----------|----------------|
| Tests              | 94     | 100      | 94.0% A        |
| Homework           | 45     | 45       | 100.0% A+      |
| Problem Solving    | 33     | 35       | 94.3% A        |
| Activities         | 19     | 20       | 95.0% A        |
| Final Exam         | 92     | 100      | 92.0% A-       |
| <b>1st Quarter</b> |        |          | <b>94.6% A</b> |

| Term                | Exam     | Percent        |
|---------------------|----------|----------------|
| 1st Quarter         | 92.0% A- | 94.6% A        |
| 2nd Quarter         |          |                |
| 3rd Quarter         |          |                |
| 4th Quarter         |          |                |
| <b>1st Semester</b> |          | <b>94.6% A</b> |
| <b>2nd Semester</b> |          |                |
| <b>Year Grade</b>   |          | <b>94.6% A</b> |

Tardies 0  
Absences 0

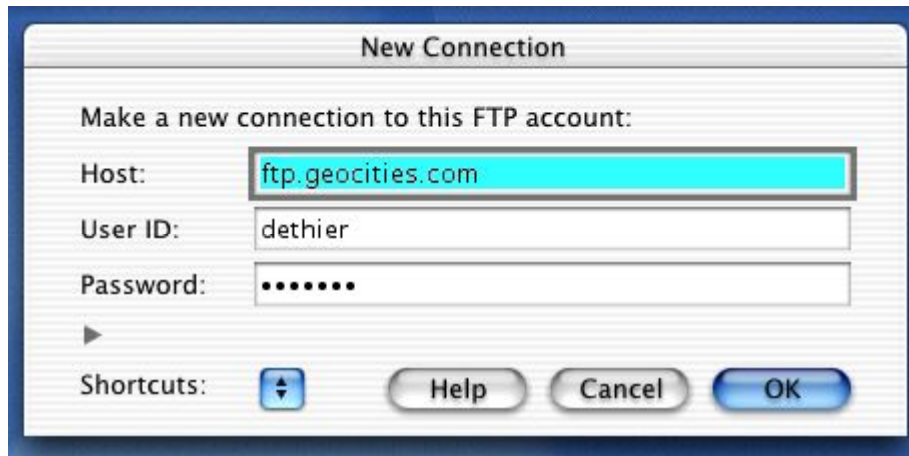
After your web page or web site has been created, you must upload it to a web server and tell students and parents the URL so they can access it. Your school may have a web site where you could upload these web pages, or you can use your own web site.

To actually upload these web pages to your web site, you will need to use an FTP application. Fetch is an FTP application created by Dartmouth College for the Macintosh. A free license is available for schools. You can download Fetch from

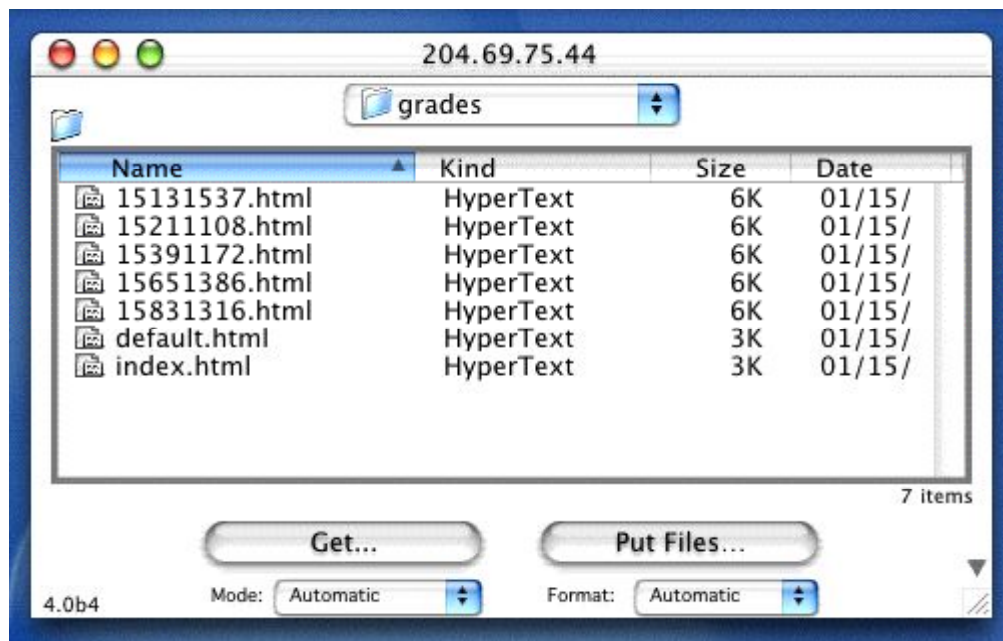
<http://www.fetchsoftworks.com/>

Before using Fetch, you need to know the address to connect to (it is usually not the same as the address you use to access the web pages), your username, and your password. For example, if you were using Geocities, you would connect to ftp.geocities.com using your username and password.

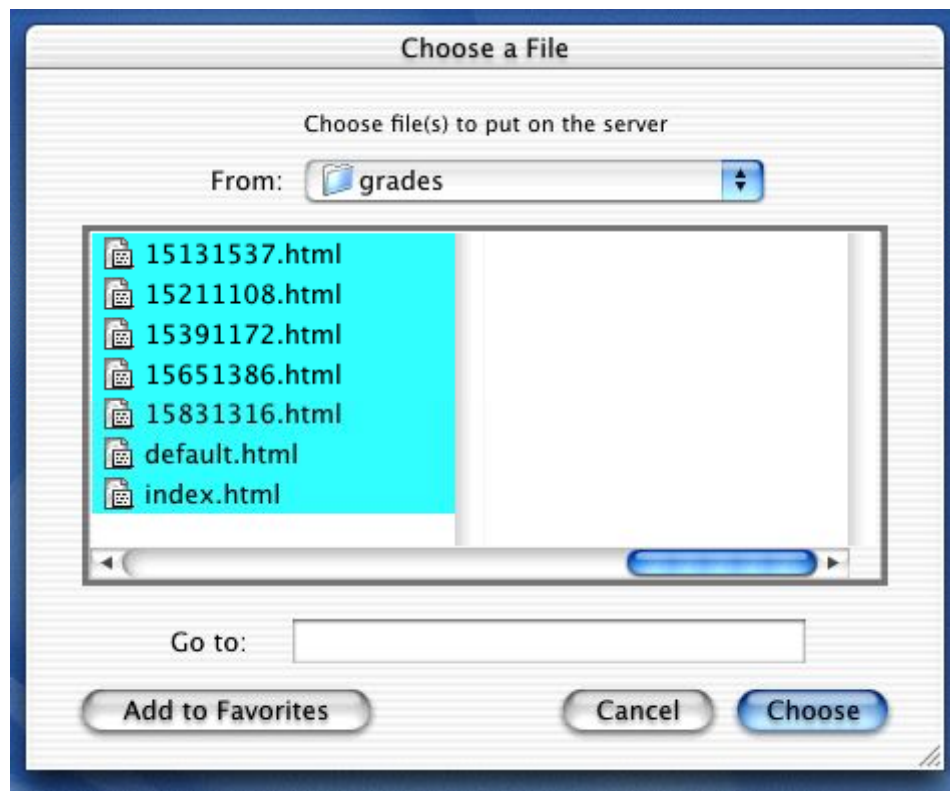
When you start Fetch, you will see the new connection dialog:



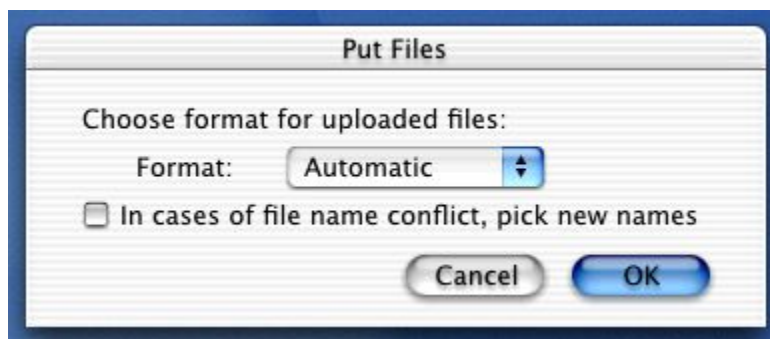
Enter the host, username, and password. Click OK. Fetch will connect to your FTP server using your username and password. You will see a list of files in your directory:



To upload the web pages, first navigate inside the folder you want them in (you can create a new folder by choosing Create New Directory from the Directories menu). Then click Put Files at the bottom of the window. You will see a dialog that allows you to choose the files to upload:



Select all the web pages you want to upload. You can click the first one, then shift-click the last one to select them all. The Put Files dialog will appear, allowing you to choose how the files in the folder will be handled:



The default options are usually the best choice. Click OK. Fetch will now upload the web pages you selected to your web site.



You should now try accessing your grade web site using your own web browser to make sure everything works the way you expect. The address of your web folder should be something like:

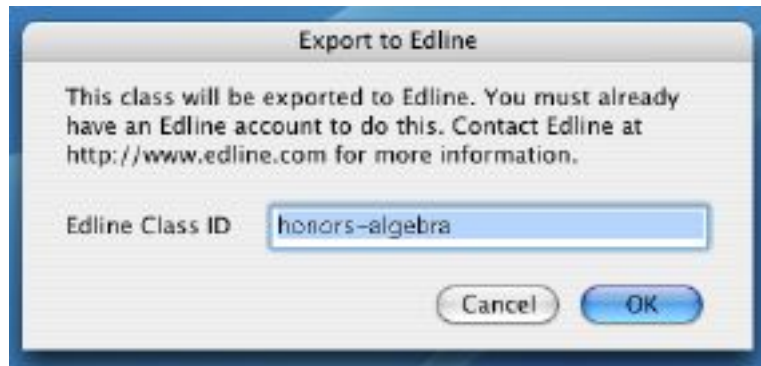
<http://www.geocities.com/dethier/grades/>

You should not need to include "index.html" when accessing your grades. If you do not include it and you get a list of the contents of the folder instead of the login web page, you either did not upload the index.html web page, or your web server uses a different name for its default web page. You will need to rename index.html to whatever file name your web server uses.

## Posting Grades Online Using Edline

Edline is a leading web publishing provider for K-12 schools. Edline makes it easy for your school to provide parents with secure online access to grades and other information. Gradekeeper works with Edline to post grades online quickly and easily.

To post grades online using Edline, Choose Export to Edline from the File menu. The Export to Edline dialog will appear:



Enter the class ID for this class, then click OK. Your web browser will open a web page where you can enter your username and password. Your progress reports will then be uploaded. Allow the upload to complete. Parents and students can then access all their grades using their own username and password.

Students must have an ID to be included in the export to Edline.

Your school must have an account with Edline to post grades there. If your school has an account with Edline, ask your technology coordinator for activation instructions. If your school does not have an account with Edline, visit <http://www.edline.com> for more information.

## Posting Grades Online Using SchoolSpeak

SchoolSpeak is a secure web portal for schools. It allows schools to use the internet to provide easy and effective communication between administration, educators, parents, and students.

To post grades using SchoolSpeak, choose Export to SchoolSpeak from the File menu. The Export to SchoolSpeak dialog will appear:



The image shows a dialog box titled "Export to SchoolSpeak". Inside the dialog, there is a message: "This class will be exported to SchoolSpeak. Your school must have a SchoolSpeak account to do this. For more information, visit <http://www.schoolspeaks.com>." Below this message are three input fields: "SchoolSpeak Class ID" with the value "55551:1:Maths-2", "SchoolSpeak Username" with the value "dethier", and "SchoolSpeak Password" with masked characters "\*\*\*\*\*". At the bottom left, there is a checked checkbox labeled "Update last report". At the bottom right, there are two buttons: "Cancel" and "OK".

Enter your class ID, username, and password, then click OK. This will send a progress report to the SchoolSpeak server and open your web browser to the online report. Students must have an ID to be included in the export to SchoolSpeak.

You can also save classes to SchoolSpeak, so you can access them from other computers. To save to SchoolSpeak, choose Save To SchoolSpeak from the File menu. The Save to SchoolSpeak dialog will appear:

A screenshot of a 'Save to SchoolSpeak' dialog box. The title bar says 'Save to SchoolSpeak'. The main text reads: 'This class will be saved to SchoolSpeak. Your school must have a SchoolSpeak account to do this. For more information, visit <http://www.schoolspeaks.com>.' Below this, there are three input fields: 'SchoolSpeak Class ID' with the value '555551:1:Maths-1', 'SchoolSpeak Username' with the value 'dethier', and 'SchoolSpeak Password' with masked characters '\*\*\*\*\*'. At the bottom right are 'Cancel' and 'OK' buttons.

Save to SchoolSpeak

This class will be saved to SchoolSpeak. Your school must have a SchoolSpeak account to do this. For more information, visit <http://www.schoolspeaks.com>.

SchoolSpeak Class ID: 555551:1:Maths-1

SchoolSpeak Username: dethier

SchoolSpeak Password: \*\*\*\*\*

Cancel OK

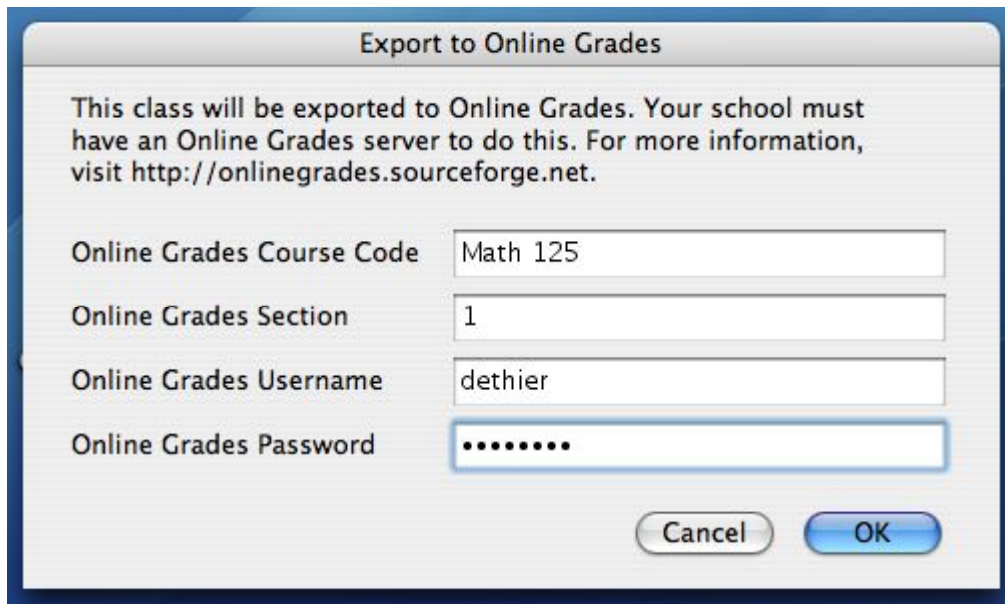
Enter your class ID, username, and password, then click OK. This will upload the currently open class to SchoolSpeak. You can download saved classes from the SchoolSpeak web site in the settings for that class, after logging in using your username and password.

Your school must have a SchoolSpeak account for you to export or save to SchoolSpeak. You can visit <http://www.schoolspeak.com> for more information about SchoolSpeak.

## Posting Grades Online Using Online Grades

Online Grades is a web-based grade posting system, allowing teachers to post grades online, and allowing parents and students to view grades from any web enabled computer. Online Grades is an open source project, so your school can download and install Online Grades on their server at no cost.

To post grades using Online Grades, choose Export to Online Grades from the File menu. The Export to Online Grades dialog will appear:

A screenshot of a dialog box titled "Export to Online Grades". The dialog has a light gray background and a blue border. At the top, it says "Export to Online Grades". Below that, a message reads: "This class will be exported to Online Grades. Your school must have an Online Grades server to do this. For more information, visit <http://onlinegrades.sourceforge.net>." There are four input fields: "Online Grades Course Code" with the text "Math 125", "Online Grades Section" with the text "1", "Online Grades Username" with the text "dethier", and "Online Grades Password" with masked characters ".....". At the bottom right, there are two buttons: "Cancel" and "OK".

Export to Online Grades

This class will be exported to Online Grades. Your school must have an Online Grades server to do this. For more information, visit <http://onlinegrades.sourceforge.net>.

Online Grades Course Code: Math 125

Online Grades Section: 1

Online Grades Username: dethier

Online Grades Password: .....

Cancel OK

Enter your class code, section, username, and password, then click OK. The standard save dialog will appear. Choose where you want to save the XML file and click Save. This will create an XML file that you can then upload to Online Grades.

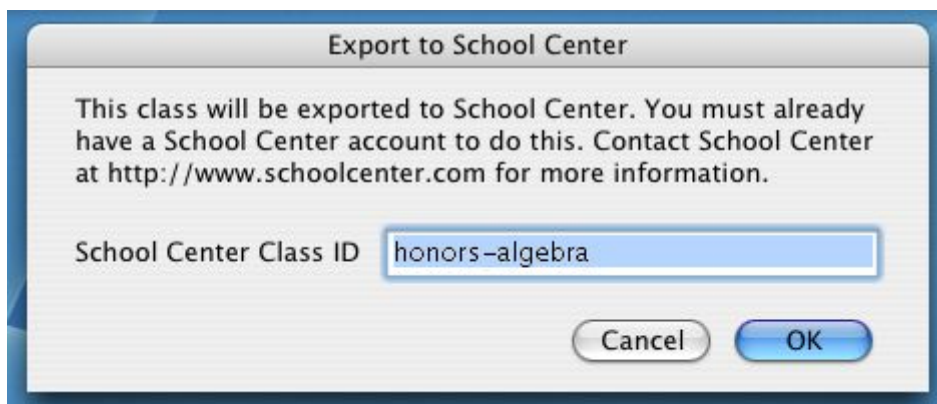
Students must have an ID to be included in the export to Online Grades.

Your school must have an Online Grades server for you to export to Online Grades. You can visit <http://www.onlinegrades.org/> for more information about Online Grades.

## Posting Grades Online Using School Center

School Center was created to help meet the web hosting needs of schools, administrators, teachers, students, and staff. School Center makes it easy for schools to provide a functional, easy to maintain web site, whether they want a simple site or a total web presence.

To post grades online using School Center, Choose Export to School Center from the File menu. The Export to School Center dialog will appear.



Enter the class ID for this class, then click OK. The standard save dialog will appear. Choose where you want to save the XML file and click Save. This will create an XML file that you can then upload to School Center.

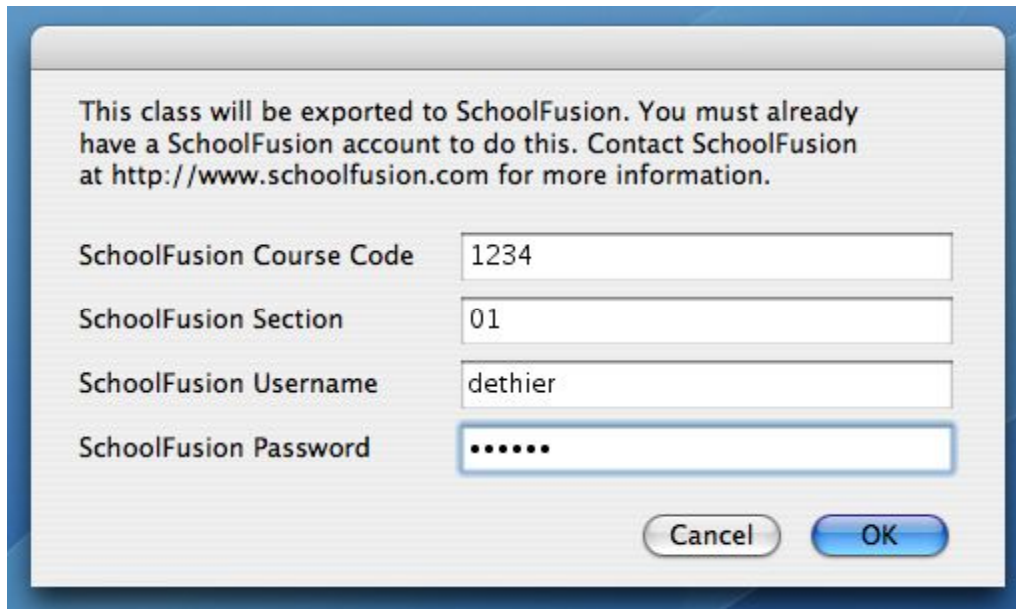
Students must have an ID to be included in the export to School Center.

Your school must have an account with School Center to post grades there. If your school has an account with School Center, ask your technology coordinator for instructions. If your school does not have an account with School Center, visit <http://www.schoolcenter.com> for more information.

## Posting Grades Online Using SchoolFusion

SchoolFusion enables schools to implement communication solutions that have immediate impact. SchoolFusion creates a professional look across your school that will make your whole community take notice.

To post grades online using SchoolFusion, Choose Export to SchoolFusion from the File menu. The Export to SchoolFusion dialog will appear.

A screenshot of a software dialog box titled "Export to SchoolFusion". The dialog has a light gray background and a blue border. At the top, it contains a message: "This class will be exported to SchoolFusion. You must already have a SchoolFusion account to do this. Contact SchoolFusion at <http://www.schoolfusion.com> for more information." Below this message are four input fields, each with a label to its left: "SchoolFusion Course Code" with the value "1234", "SchoolFusion Section" with the value "01", "SchoolFusion Username" with the value "dethier", and "SchoolFusion Password" with masked characters ".....". At the bottom right of the dialog are two buttons: "Cancel" and "OK".

This class will be exported to SchoolFusion. You must already have a SchoolFusion account to do this. Contact SchoolFusion at <http://www.schoolfusion.com> for more information.

SchoolFusion Course Code

SchoolFusion Section

SchoolFusion Username

SchoolFusion Password

Enter the course code and section for this class and your username and password, then click OK. The standard save dialog will appear. Choose where you want to save the XML file and click Save. This will create an XML file that you can then upload to SchoolFusion.

Students must have an ID to be included in the export to SchoolFusion.

Your school must have an account with SchoolFusion to post grades there. If your school has an account with School Center, ask your technology coordinator for instructions. If your school does not have an account with School Center, visit <http://www.schoolfusion.com> for more information.

## **Posting Grades Online Using TeacherWeb®**

TeacherWeb® provides individual teachers with an easy way to post assignments, announcements, and other educational materials online. You can also post grades online so students and parents can easily check progress.

To post grades online using TeacherWeb®, choose Export to TeacherWeb® from the File menu. The standard save dialog will appear. Choose where you want to save the text file and click Save. This will create a text file that you can then upload to TeacherWeb®.

Students must have an ID to be included in the export to TeacherWeb®.

You must have an account with TeacherWeb® to post grades there. If you do not have an account with TeacherWeb®, visit <http://www.teacherweb.com> for more information.



## Gradekeeper Palm Application

The Gradekeeper Palm application works with Gradekeeper to allow you to take attendance, edit scores and comments, and add new assignments using your Palm handheld. It is not a substitute for your desktop copy of Gradekeeper.

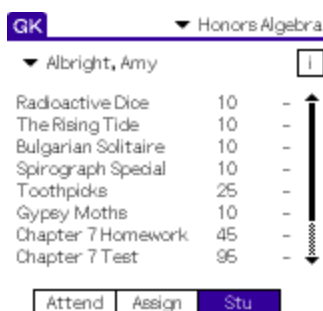
Before you begin using the Gradekeeper Palm application, you must install the application onto your Palm handheld. To install the application, launch the HotSync Manager in the Palm folder in your Applications folder:

- Choose Install Handheld Files from the HotSync menu
- Click the Add To List button
- Choose Gradekeeper.prc
- Click the Add File button
- Quit HotSync Manager

Gradekeeper.prc is located in Gradekeeper Folder in the Applications folder.

Next, you must enable HotSync for each class you want to use on your Palm handheld. Open each class with Gradekeeper, and choose Enable HotSync from the File menu. Finally, you must HotSync your Palm handheld. This will copy the application and classes to your handheld. Classes with more than 50 students cannot be copied to the Palm handheld.

When you run the Gradekeeper Palm application, you will see the students view:



You can choose another class by tapping the class name and choosing a class from the menu that appears. You can choose another student by tapping the student name and choosing a student from the menu that appears.

To edit a score, tap it and enter a new score. To add a footnote to a score, tap the footnote number (or dash, if there is no footnote for that score) and choose the footnote you want from the menu that appears.

To edit a student comment, tap the “i” button to the right of the student name. The student info form will appear:

The student, their comment, and their grade at the time of the last HotSync are displayed. To enter a comment, tap the comments field and enter your comment. Student comments can be up to 250 characters in length.

You can choose the assignments view by tapping the Assign push button.

| Student           | Score | Grade |
|-------------------|-------|-------|
| Albright, Amy     | 10    | -     |
| Bravado, Barbara  | 9     | 2     |
| Cunningham, Cathy | 8     | -     |
| Deal, Danielle    | 7     | -     |
| Earnest, Eileen   | 6     | -     |

You can edit scores and footnotes in the assignments view in the same way you can in the students view. You can edit an existing assignment by tapping the “i” button. You can add a new assignment by tapping the “+” button. Both buttons will show the assignment info form:

The assignment info form allows you to change the date, name, category, and points possible for an assignment. You cannot change the date or name for an assignment after you do a HotSync. Those items are used to match assignments on the handheld with assignments in the desktop class.

You can choose the attendance view by tapping the Attend push button.

GK ▼ Honors Algebra

▼ Tue Jun 22, 2004

|                   |    |
|-------------------|----|
| Albright, Amy     | -  |
| Bravado, Barbara  | Ab |
| Cunningham, Cathy | -  |
| Deal, Danielle    | T  |
| Earnest, Eileen   | -  |

Attend Assign Stu

When you choose the attendance view, today's date is added to the database. You can also choose earlier dates by tapping the date and choosing a date from the menu that appears. Only dates since your last HotSync are available.

To choose an attendance code for a student, tap the code (or the dash, if there is no attendance code for that student) and choose a code from the menu that appears.

## The HotSync Process

When you HotSync, the Gradekeeper conduit does the following:

- Copies all changes and new assignments from the handheld to the desktop
- Copies all students, recent assignments, and today's attendance to the handheld

The Gradekeeper conduit matches students by name and ID. Both must be equal for the student to be considered a match. The conduit matches assignments by name and date. Both must be equal for the assignment to be considered a match. The conduit matches classes by the date and time it was first created.

The Gradekeeper conduit copies changed scores from the handheld to the desktop before it copies scores from the desktop to the handheld. Changed scores on the handheld will always overwrite any changed scores on the desktop.

This works quite well, and you will usually not even need to think about how the Gradekeeper conduit does its business. But to avoid losing information you added on your handheld, you should follow these suggestions:

- Do not do Save As when HotSync is enabled
- Do not change student names or IDs on the desktop
- Do not change assignment names or dates on the desktop
- Do not move, copy, or rename a class when HotSync is enabled
- Leave enough unused columns in the class for any new assignments
- Do not change scores for an assignment on the desktop and the handheld

If you need to change a student name or ID, or an assignment name or date:

- HotSync your Palm handheld
- Make the changes to the desktop class
- HotSync your Palm handheld again

If you need to move, copy, or rename a class:

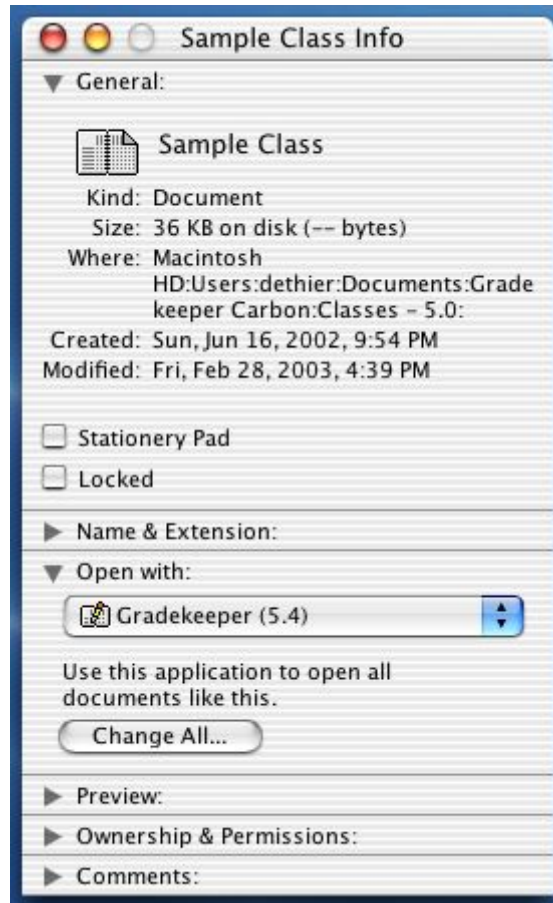
- HotSync your Palm handheld
- Disable HotSync for that class
- Move, copy, or rename the class
- Enable HotSync for that class
- HotSync your Palm handheld

## Opening Windows Classes

Gradekeeper is available for both Macintosh and Windows. You can easily open classes created on a Windows computer if you follow a few simple steps.

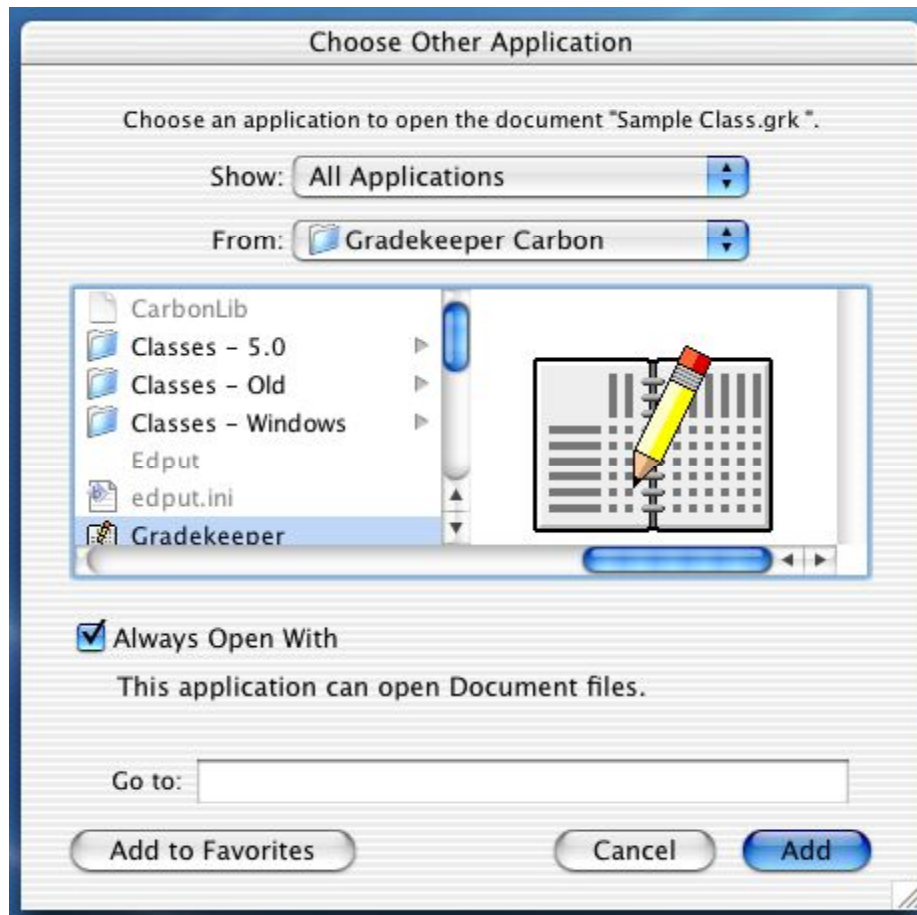
If you create a class on a Macintosh computer which you might want to use on a Windows computer, include the ".grk" file extension. This allows the Windows version of Gradekeeper to recognize the file as a Gradekeeper class.

If you want to use classes created by the Windows version of Gradekeeper under Mac OS X, you may need to explicitly specify which application should open the class. Click once on the class icon, then choose Get Info from the File menu:



Click the triangle to the left of Open with. This will display the Open with options. From the pop-up menu, choose Other.

The Add Application dialog will be displayed, allowing you to specify the application:



Choose All Applications from the Show pop-up menu, navigate and find the Gradekeeper application and select it. Check Always Open With. Click Add. Now, when you double click this class icon, it will be opened using Gradekeeper. In the Get Info window, click Change All to apply this choice to all Gradekeeper classes.

You can also use the Gradekeeper PC->Mac Applescript applet in the Gradekeeper folder to convert Windows classes. Drag a class onto the Gradekeeper PC->Mac icon. The class will be converted to a Macintosh class.



## **When You Make Mistakes**

If you make a mistake or change something in a way you did not intend to, you may be able to cancel that change. Choose Undo from the Edit menu. This will restore the gradebook to the way it was before your last action.

Only your most recent action can be undone. If you cut a student from one class and paste that student into another class, only the paste can be undone. There are also a few actions that cannot be undone.

You may also discard all the changes you made since last saving your document. Choose Revert from the File menu. This is equivalent to closing the document without saving changes and opening it again.

## **Making Backups**

While Gradekeeper has proven very reliable, floppies are easily lost or damaged and hard drives do sometimes fail. To avoid the risk of losing your grades at the worst possible time, you should always keep a backup of your gradebook on another disk.

You should do both daily backups and a separate weekly backup so you have multiple backups. This helps to protect you from backing up a corrupted or damaged class.

To backup your classes to a flash drive:

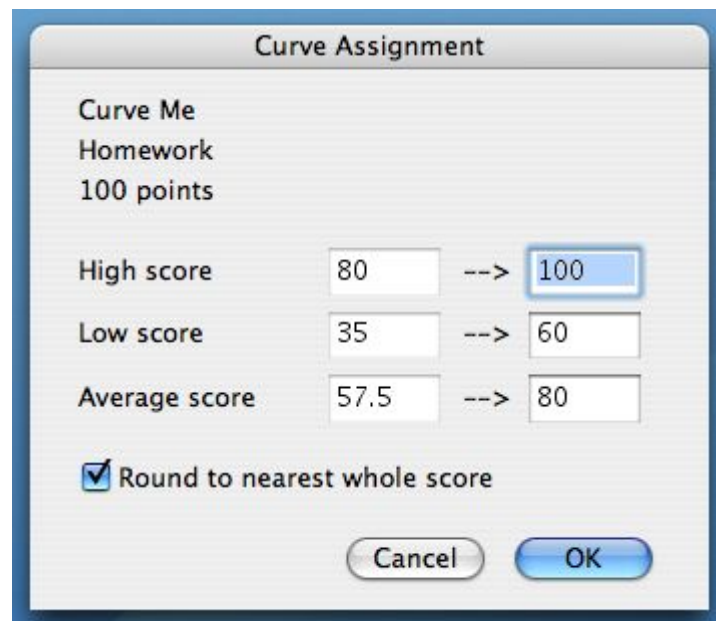
- Insert a flash drive into a USB port
- Drag each class icon onto the flash drive icon on your desktop
- Click once on the flash drive icon and choose Eject from the File menu
- After flash drive icon disappears from your desktop, remove the flash drive

Removing a flash drive from a USB port without first ejecting it may corrupt all the data on the flash drive!

## Curving an Assignment

Curving an assignment means adjusting student scores on that assignment to fit the distribution of grades you want. This is usually done to compensate when an assignment was more challenging than expected.

To curve an assignment, first select an assignment. In the gradebook, click the column number for the assignment. In the assignment scores report, click in the window and choose the assignment you want to curve. Then choose Curve Assignment from the Edit menu. The Curve Assignment dialog will appear:



The image shows a 'Curve Assignment' dialog box. It has a title bar 'Curve Assignment'. Inside, it displays 'Curve Me', 'Homework', and '100 points'. Below this, there are three rows of input fields: 'High score' with a current value of 80 and a suggested value of 100; 'Low score' with a current value of 35 and a suggested value of 60; and 'Average score' with a current value of 57.5 and a suggested value of 80. Each row has a double arrow pointing from the current to the suggested value. At the bottom, there is a checked checkbox labeled 'Round to nearest whole score' and two buttons: 'Cancel' and 'OK'.

| Field         | Current Value | Suggested Value |
|---------------|---------------|-----------------|
| High score    | 80            | 100             |
| Low score     | 35            | 60              |
| Average score | 57.5          | 80              |

☒ Round to nearest whole score

Cancel OK

The chosen assignment's name, category, and points possible are displayed, along with the current high score, low score, and average score. You may enter a new high score, low score, and average score, or accept the suggested values. You can choose to round to the nearest score.

Click OK to continue and curve the assignment. Click Cancel to dismiss the dialog without making any changes.



## **Editing the Term Grade**

Some school districts do not allow teachers to give grades below a specified minimum. Teachers may want to reward a hard-working student or penalize a student for poor behavior. To deal with situations like these, you can edit the term grade for a student.

To edit the term grade for a student, click in the grade column and enter the percent you want, then hit return. That percent will then be that student's grade. When a grade has been edited, that grade is locked and will not change. Locked grades are indicated by an L to the left of the grade.

To remove a locked grade and display the computed grade, edit the grade and clear the percent, then hit return.

## Grade Computation

Gradekeeper normally determines grades using total points earned. For every student, the sum of their points earned is divided by the total points possible. This result is converted to the nearest tenth of a percent. This percent is then used to determine a letter grade based on the current letter grade percents.

Extra credit assignments (assignments in the Extra Credit category or assignments with 0 points possible) contribute to each student's points earned, but do not contribute to the total points possible.

For example:

|                     |                 |
|---------------------|-----------------|
| It All Adds Up      | 7/ 10           |
| Orient Express      | 10/ 10          |
| Bulgarian Solitaire | 8/ 10           |
| Spirograph Special  | 8/ 10           |
| Extra Credit Work   | 10/ 0           |
| Chapter 1 Homework  | 25/ 35          |
| Chapter 1 Test      | 73/100          |
| Total               | 141/175 = 80.6% |

If you want certain kinds of assignments (such as tests or homework) to contribute a fixed amount to each student's grade, then you should compute grades using category weights. The percent correct within each category will be computed, with grades being determined by a weighted average of the percent correct within each category.

Extra credit assignments can affect grades in different ways when you are computing grade using category weights.

Assignments with 0 points possible improve the percent correct within that category. If you place an assignment with 0 points possible in the homework category, this would increase the percent correct in that category for students earning points on that assignment.

Assignments in the Extra Credit category are treated like assignments in any other category. The percent correct on these assignments is multiplied by the category weight. But the Extra Credit category weight is not included when category weights are totaled.

The weight you choose for the Extra Credit category determines how much your extra credit assignments will contribute to term grades, relative to your other categories. If you choose a weight of 10 for Extra Credit, and the total of the weights of your other categories is 100, any student with a perfect score on every assignment would earn a grade of 110% for the term.

You should not put assignments with 0 points possible into the Extra Credit category. This would make it possible for a student to earn more than 100% on extra credit assignments, and could result in those assignments making no contribution to the grade. Gradekeeper will warn you if you give an extra credit assignment 0 points possible.

The following is a detailed example of grade computation using category weights when you have extra credit assignments:

|              |                    |             |         |
|--------------|--------------------|-------------|---------|
| Tests        | Chapter 1 Test     | 82/100      |         |
|              | Chapter 2 Test     | 80/100      |         |
|              | Chapter 3 Test     | 78/100      |         |
|              | Total              | 240/300     | = 80%   |
| Homework     | Chapter 1 Homework | 30/ 40      |         |
|              | Chapter 2 Homework | 20/ 30      |         |
|              | Chapter 3 Homework | 40/ 50      |         |
|              | Total              | 90/120      | = 75%   |
| Activities   | Spirolaterals      | 8/ 10       |         |
|              | Spirograph Special | 7/ 10       |         |
|              | Total              | 15/ 20      | = 75%   |
| Extra Credit | Math Counts #1     | 7/ 10       |         |
|              | Math Counts #2     | 3/ 10       |         |
|              | Total              | 10/ 20      | = 50%   |
| Tests        | 80% correct        | x 50 weight | = 40.0% |
| Homework     | 75% correct        | x 30 weight | = 22.5% |
| Activities   | 75% correct        | x 20 weight | = 15.0% |
| Extra Credit | 50% correct        | x 10 weight | = 5.0%  |
| Total        |                    | 100 weight  | = 82.5% |

Without the assignments in the Extra Credit category, this student would have earned a grade of 77.5% for the term. Note that the Extra Credit category is not included when the category weights are totaled. This is what makes these assignments truly extra credit.

Missing extra credit assignments are excused (excluded from grade computation), so the percent correct on extra credit for a student includes only those extra credit assignments they received scores for. Extra credit assignments a student does not do will not affect their grade.

Semester grades are computed by averaging term grades. Final grades for the year are computed by averaging semester or trimester grades. All averaging is done using percents.

For example:

|              |                               |
|--------------|-------------------------------|
| 1st Quarter  | 81%                           |
| 2nd Quarter  | 75%                           |
| 3rd Quarter  | 82%                           |
| 4th Quarter  | 86%                           |
| 1st Semester | $(81\% + 75\%) \div 2 = 78\%$ |
| 2nd Semester | $(82\% + 86\%) \div 2 = 84\%$ |
| Final        | $(78\% + 84\%) \div 2 = 81\%$ |

Grade computation includes final exam grades as specified in your school year options. For example, if final exams are 30% of the term grade, and a student earned 75% on the exam:

|                        |                         |
|------------------------|-------------------------|
| Term Grade             | $81\% \times 70 = 56.7$ |
| Final Exam             | $75\% \times 30 = 22.5$ |
| Grade (including Exam) | 79.2%                   |

If final exams are 20% of the semester grade, and a student earned 72% on the exam:

|                        |                         |
|------------------------|-------------------------|
| Semester Grade         | $78\% \times 80 = 62.4$ |
| Final Exam             | $72\% \times 20 = 14.4$ |
| Grade (including Exam) | 76.8%                   |

You may choose different categories, weights, and grading options for each term in the school year. This gives you the flexibility to change how you compute grades during the course of the school year.

## Paying for Gradekeeper

Gradekeeper is not free. You may try Gradekeeper for 30 days. If you decide to continue using it, you must pay for it. When you pay, you will receive a registration code that will eliminate those reminders to pay. This registration code will also allow you to use future versions of Gradekeeper at no additional cost.

A single license is \$20 and allows you to use Gradekeeper. A school license is \$100 and allows everyone at your school or university department to use Gradekeeper. A district license is \$500 and allows everyone in your district or university to use Gradekeeper. All licenses allow you to use Gradekeeper on both Windows and Mac OS X, both at school and at home.

You can pay for Gradekeeper at the [Kagi online store](#) using a credit card, a check or money order, or a school purchase order. Your license and registration code will be sent to you by email when Kagi receives your payment.

To pay using a school purchase order, choose the purchase order payment method after choosing your license. You will be given an invoice at the end of the payment process. Print the invoice and mail it to the specified address with your payment.

To pay using a check or money order, choose the check or money order payment method after choosing your license. You will be given a payment form at the end of the payment process. Print the payment form and mail it to the specified address with your payment.

For school or district licenses, please enter your school or district name in the Full Name field after choosing your payment method. This is the name that will be used to generate your registration code. You should use upper and lower case, since the name is case sensitive.

You can use the Kagi [Order Tracking System](#) to check the status of your order or payment, or to get a copy of your invoice or payment form or to get a receipt. You should have your transaction number, but you can look up orders using your email address and other information.

## Programmer's Notes

I wrote Gradekeeper because I was unable to find an inexpensive grading program that had the features I wanted and was also easy to use. I hope Gradekeeper will fill that void for you as well.

Special thanks to my fellow teachers for their many comments and suggestions, which have helped make Gradekeeper so friendly and powerful. Your comments and suggestions are also appreciated. You can reach me at:

[info@gradekeeper.com](mailto:info@gradekeeper.com)

For more information and the latest version of Gradekeeper, visit my web site at:

<http://www.gradekeeper.com/>